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SERIES	800	Buildings and Sites
SUBJECT	806	Emergency Preparedness/Response
Adopted		September 28, 2004
Revised		August 13, 2013; April 14, 2015; June 13, 2017; January 10, 2023

I. PURPOSE

The purpose of this Emergency Preparedness/Response Policy is to act as a guide for school district and building administrators, school employees, students, School Board members, and community members as to how to address a wide range of potential emergency situations in the school district. The procedures suggested by this Policy will provide guidance in drafting emergency response plans to coordinate protective actions prior to, during, and after any type of emergency or potential emergency situation in the school district. Please note that, pursuant to this Policy, tailored emergency management plans will be developed for each school building in the school district and sections, or procedures may be added or deleted in those emergency management plans based on building needs.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Emergency Preparedness/Response Policy has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor an emergency response plan to meet their building's specific situation and needs.

The school district administration and/or the administration of each building shall create tailored emergency response plans. This Policy and the plans will be maintained and updated year to year.

B. District Emergency Response Team

The District Emergency Response Team (ERT) is comprised of personnel who can provide a variety of resources and management to any emergency scenario that may take place in the district. When an emergency situation is engaged by a building administrator or designee, the ERT should be activated as soon as possible.

The ERT will respond to many different types of emergency situations that may occur within the school district and as determined by the Superintendent and/or designee.

C. Elements of the District Emergency Preparedness/Response Policy.

a. Emergency Procedures. The Emergency Preparedness/Response Policy includes general emergency procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. These district-wide procedures may be modified by building administrators when creating the building-specific emergency response plans. Each staff member has access to Emergency Response plans.

a. A school's management team will meet in the fall of each school year to establish procedures for the safe evacuation of each student and staff with special needs. Such procedures will be implemented by assigned building staff.

b. Containment Procedures. Containment procedures will be used in situations where there is no immediate threat to persons inside the school building and be at the discretion of law enforcement, building administrator or designee.

c. Lock-Down Procedures. Lock-down procedures will be used in situations that may result in harm to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of law enforcement, the building administrator or designee.

d. Evacuation Procedures. Each building's emergency response plan will include procedures for relocating students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee, as appropriate. Safe areas may change depending on the emergency.

e. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Each building administrator will submit sheltering procedures for a building as part of the building-specific emergency response plan.

2. Emergency-Specific Procedures. The District Emergency Response Plans includes specific procedures for potential emergency situations that may occur during the school day or at school-sponsored events and functions.
3. Additional Procedures. The school district administration will present recommended early school closure, media, and crisis counseling procedures to the Superintendent for review and approval.
 - a. Early School Closure Procedures. The Superintendent will make decisions about closing a school or any school district building. Such decisions will be made by the Superintendent in a timely fashion dependent on the reason for early closure.
 - b. Media Procedures. The Superintendent and/or designee has the authority and discretion for notifying parents and guardians and the school community in the event of an emergency or early school closure.
 - c. Crisis-Counseling Procedures. The recommended crisis counseling procedures will provide for initiating a crisis-counseling plan utilizing available district staff and resources as well as professional members of the community as appropriate. Counseling procedures will be used whenever determined by the Superintendent or the building administrator to be necessary.
4. Facility Diagrams and Site Plans. School buildings will have a facility diagram and site plan showing at least the following: the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, fire alarms, fire extinguishers, hoses, and water spigots. The facility diagrams and site plans will be available in the office of the building administrator and in appropriate areas and will be kept on file in the school district office.
5. Emergency Telephone Numbers. Each building will maintain a current list of emergency telephone numbers and the names and addresses of district first contact personnel, local and county personnel who are likely to be involved in resolving an emergency situation. A copy of the list for each building will be kept on file in the school district office and will be updated annually.

6. Emergency Response Teams.
 - a. District Emergency Response Team. The Superintendent has identified a District Emergency Response Team that will respond to any emergency within the district for emergency response assistance.
 - b. Composition. The building administrator in each school building will select an emergency response team trained to respond in an emergency. All team members will be trained to carry out the building's emergency response plan and have knowledge of procedures, evacuation routes, and safe areas. Team members must be willing to be actively involved with resolving emergencies and be available to assist when necessary. Each building will maintain a current list of emergency response team members and update it annually. A copy of the list will be kept on file in the school district office.
 - c. Leaders. The building administrator or designee serves as the leader of the emergency response team and the first point of contact for emergency response officials. When they are present, emergency response officials may elect to take command and control of the situation. It is critical in this situation that school district administration assumes a resource role and is available to the emergency response officials.
7. District Employees. All staff shall be aware of the emergency response plans. Employees shall have access to emergency response plans and periodically shall receive training on plan implementation.
8. Students, and Parents/Guardians. Students and parents/guardians shall be made aware of the school district's Emergency Response Policy. Students shall receive specific instruction on plan implementation and shall participate in a required number of drill and practice sessions throughout the year.
9. Warning Systems.
 - a. The school district shall maintain an emergency communication system designed to inform students, employees, and visitors in the facilities of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school district buildings.

- b. The building administrator shall be responsible for informing students and employees of the system and the means by which the system is used to identify the specific crisis or emergency involved.

III. EMERGENCY RESPONSE PLANS

The District Emergency Response Plans and the building-specific emergency response plans will include such procedures as listed below and any other appropriate procedures.

- A. Fire
- B. Severe Weather
- C. Bomb Threat
- D. Emergency Numbers
- E. Hazardous Materials
- F. Lockdown
- G. Containment
- H. Evacuation/Relocation/Reunification
- I. Threat Assessment