

STUDENTS

Emergency School Evacuation

When an emergency within a school or department necessitates total or partial closure of the schools within the district, threatens the safety and well being of students, and/or interferes in the normal operation of the school, the following emergency procedure shall be followed:

- A. The report of an emergency shall be directed to the superintendent's office.
- B. If the nature of the emergency calls for immediate action on the part of a principal, he or she shall take necessary action and report such action to the superintendent's office.
- C. The superintendent's office shall contact those departments and/or schools who must assist in the emergency action.
- D. When appropriate the superintendent's office shall contact the city police department and the county department of emergency services.

The principal shall instruct staff, including teachers, secretaries, cooks, custodians, aides, and bus drivers, as to their respective responsibilities in an evacuation exercise.

The principal shall be responsible for organizing and conducting such emergency evacuation drills as are necessary and shall objectively evaluate the activity following each such drill. In the absence of the principal, staff should be able to conduct all aspects of the evacuation procedure.