

## **STUDENTS**

### Emergency School Closure

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, emergency procedures will be followed in accordance with the building emergency plans.

1. When appropriate, the building principal or designee shall call 911 to report the emergency.
2. The report of an emergency will be directed to the district emergency number (5090).
3. If the nature of the emergency calls for immediate action on the part of a building principal, the principal shall take necessary action and report such action to the district emergency number (5090).
4. The 5090 operator will contact those departments and/or schools who must assist in the emergency action.

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

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

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