

EMERGENCY OPERATIONS POLICY

The LCSD Emergency Operations Plan (EOP) was developed for the Lyon County School District, its schools, staff, students and parents, to standardize and coordinate the emergency preparedness measures taken, and to integrate each school's emergency response procedures within the District. The plan must be adapted by each school to address the requirements, specific needs, and capabilities of each site. The principal or his/her designee will be responsible for adding and updating site specific information to their school's emergency operations plan.

The LCSD EOP has 6 objectives:

1. Protect the safety and welfare of students and staff.
2. Provide for a safe and coordinated response to emergency situations.
3. Protect the District's facilities and property.
4. Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
5. Provide for interface and coordination between sites, the district office, outside first responder agencies, and County, State, or Federal support if necessary.
6. Standardized emergency operations planning incorporating National Incident Management Systems (NIMS) and Incident Command System (ICS) principles.

The LCSD EOP meets the requirements of NIMS, the recommended best practices from the U.S. Department of Education Readiness and Emergency Management System (REMS) EOP Assist Tool, the Federal Emergency Management Agency Plan Details 4 (FEMA) Guide For High Quality School Emergency Operations Plans, the U.S. Department of Homeland Security (DHS), the Americans with Disabilities Act (ADA), and all applicable Nevada Revised Statutes (NRS) relating to school emergency operations planning. It also defines the primary and support roles of the individual schools in response to an emergency and post-incident damage assessment and reporting requirements.

To the maximum extent practical, the school and District plans present a standardized approach to emergency management, including an emergency response organization which is consistent with NIMS. Use of these systems facilitates communication and coordination between the sites, the District, and local public safety agencies during disasters or emergency incidents. The plans also provide a means of support and communication through the Lyon County, and State of Nevada Emergency Operations Centers.

This plan encompasses all schools and buildings within LCSD and addresses a broad range of potential emergencies, such as earthquakes, hazardous materials spills, lockdowns, and active assailant response, widespread power outages, crimes committed on school grounds, student & staff suicide, student /parental reunification, and similar events affecting more than one site.

Within the preparedness measures and incident response procedures are recommendations and strategies to prepare for and protect against the hazards that may threaten the District and school

sites. Each specific school site may have greater or lesser risks, therefore, the measures and recommendations included are tailored to and implemented by each site.

District and site emergency operation plans are to remain confidential, and shared only with LCSD staff, local fire and law enforcement officials and other state/federal agencies, as appropriate.

Legal Reference: NRS 388.229-261, NRS 392.450

Policy #JHFB
Revised 7/25/2017

ADMINISTRATIVE REGULATIONS

LCSD will establish a District Safety Committee and each school site will establish a School Safety Committee to carry out the duties and responsibilities as established in this policy and NRS 388.229-261.

The LCSD District Safety Committee will be comprised of a board of trustee member, a school site administrator, a licensed teacher, a classified employee, a parent, a representative from the LCSO, the LCSD Risk Manager, a district administrator and other personnel identified by the district administrator. The main purpose of the District Safety Committee is to annually review and update as appropriate the Emergency Operations Plan (EOP), while in consultation with emergency management officials. The District's EOP will then be presented to the Board of Trustees for approval, then shared with the Nevada Department of Education, the Division of

Emergency Management of the Department of Public Safety and local law enforcement and fire departments. A notice of compliance will be posted upon completion of the annual review.

The School Safety Committee will be comprised of the principal, two certified employees, one classified employee, a local law enforcement official, a parent and any other personnel identified by the principal. The School Safety Committee will meet annually to review the school site's EOP. They will communicate with district administration officials, local law enforcement and fire officials and the Department of Public Safety if they wish to deviate from their plan.

Monthly emergency drills are a necessity for each school's emergency operations planning. The following emergency drill requirements must be met by each school site:

1. All school sites will be responsible for a monthly drill to include fire, lockdown, earthquake or other pertinent drills to support student and staff preparedness in the event of an emergency.
2. One half of the drills will be in preparation for a lockdown incident.
3. The emergency drills must be conducted under the supervision of the Superintendent's designee. The Superintendent's designees are the school site administrators.
4. Emergency evacuation routes must be posted in all classrooms and other pertinent locations throughout the school.
5. Local law enforcement or fire departments (depending on type of drill) must be notified and invited prior to each drill. This can be accomplished by providing them a schedule of emergency drills prior to the start of the school year.
6. Schools will share their emergency drill schedule with the other schools in the same community, and with the District office. Coordination of drills among schools in the same community may be necessary to accommodate local law enforcement and fire department officials.
7. Site leaders will take extra care to ensure students with disabilities have the necessary supports to assist them with drills and emergency situations.
8. In the event a school must go in to a lockdown, or if a fire alarm is activated, after necessary emergency personnel are notified, a school site administrator or designee will notify the Deputy Superintendent and the District Office. The Deputy Superintendent will notify the Superintendent, and a decision will be made whether it is necessary to notify the Board of Trustees.
9. A schedule of the completed monthly drills by the school site will be turned in to the Deputy Superintendent's office at the conclusion of each school year.

A sample schedule of monthly drills is listed below in Table 1.

The District will identify district personnel responsible for emergency operations procedures. These personnel will be responsible for oversight of EOP annual reviews and site emergency drills. They will also be required to attend the annual school safety conference supported by the Nevada Department of Education.

The District will consult with the District personnel responsible for emergency operations procedures when designing, constructing, purchasing, remodeling or renovating school facilities.

**LYON COUNTY SCHOOL DISTRICT
BOARD POLICY**

JHFB

Table 1. Sample monthly emergency drill schedule:

Month:	Date:	Type of drill:	Reviewed by which site administrator?	Local law enforcement or fire department invited?	Official(s) observing drill?	Notes:
August		Review site EOP including lockdown & fire drill procedures		N/A	N/A	<i>School EOP reviewed with all students & staff</i>
September		Lockdown				
October		Earthquake				<i>Annual Great NV Shakeout Drill: shakeout.org</i>
November		Fire				
December		Lockdown w/review of possible parent reunification location				
January		Hazardous Materials Spill				
February		Lockdown				
March		Fire				
April		Lockdown				
May		TBD: _____				

Principal's Signature: _____ Date: _____

Please return this form to the Deputy Superintendent's Office at the conclusion of the school year.