

CAMBRIAN SCHOOL DISTRICT
Board Policy

Policy 3516
Adopted: January 22, 2002
Page 1 of 2

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS Emergency Plans

I. The Cambrian School District shall have plans and procedures pertaining to civil preparedness for the conduct of its employees and children in the event of an emergency. An emergency means a natural or man-made disaster or hazard that requires immediate action to ensure student and personnel safety. The plans shall include, but not be limited to, the following topics:

- A. Earthquake
- B. Fire
- C. Man-made disasters; e.g., smog, airplane crashes, chemical accidents, and bomb threats

II. The Superintendent shall require building principals to maintain working plans and procedures in line with the district plan. Site plans shall reflect the particular building diagram, architecture, site location and special environment, ages of students, transportation facilities, and other appropriate concerns.

The plan shall be provided to all employees who shall be responsible for studying the plan and being prepared to operate effectively within its framework.

III. The Governing Board of the School District may grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Governing Board shall co-operate with such agencies in furnishing and maintaining such services as the Governing Board may deem necessary to meet the needs of the community.

IV. In the event of a natural, accidental, wartime, or other such disaster, children will be kept at school in their classrooms (or other designated area of the school, if deemed safer by the District) *until their regular dismissal time* unless:

- A. Picked up by their parents/other approved adults.
- B. Otherwise directed by Civil Defense or Cambrian School District authorities,

- C. In the absence of such directives the school principal determines that emergency conditions require immediate action to dismiss the children in order to save lives and mitigate the effects of the disaster.

-or-

the nature of the disaster preclude dismissing children at their regular dismissal time - in which event they would be delayed until picked up by their parent or other approved adult.

Up to date class lists and emergency cards shall be maintained in the office and registers/enrollment forms/guide books shall be kept in each classroom as rosters and check out (emergency sign-out) documents. Each teacher is to have his/her class register with him/her at all times in order to facilitate the accounting for students.