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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; May 14, 2024
Reviewed		July 2026

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.

II. GENERAL STATEMENT OF POLICY

This Policy provides guidance in drafting and management of 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.

The school district's Emergency Preparedness/Response Procedures will be created and reviewed annually in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency.

The school district administration and/or the administration of each building shall be tailored to emergency response plans in alignment with district plans. Procedures are reviewed annually and are updated per legislative requirements.

III. PROCEDURES

A. Emergency Response Team

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

The District Emergency Response Team 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.

School team members are identified annually, and specific roles are assigned and documented.

- B. Emergency Procedures. The Emergency Preparedness/Response Procedures includes general emergency procedures for securing the building and classroom, classroom evacuation, building evacuation, campus evacuation, and sheltering. Procedures include threat and risk assessment, facility diagrams, site plans, emergency telephone numbers and management of emergency systems. A school's management team will establish procedures for the safe evacuation of each student and staff with special needs. Such procedures will be implemented by assigned building staff.
- C. Staff Expectations. Each staff member has access to Emergency Response plans. Staff review procedures annually and practice as appropriate.
- D. Students, and Parents/Guardians. Students and parents/guardians shall be made aware of the school district's Emergency Response Procedures as appropriate. Students shall receive specific instruction on plan implementation and shall participate in a required number of drill and practice sessions throughout the year.

IV. RATIONALE

This Policy provides guidance in drafting and management of emergency response plans to coordinate protective actions prior to, during, and after any type of emergency or potential emergency situation in the school district.