Brownsburg Community School Corporation Emergency Preparedness Plan 2026-2027

Preface

The Brownsburg Community School Corporation recognizes the need for advanced planning and an organizational structure to properly respond in the event of an emergency in or near a BCSC facility. This written plan, used in conjunction with district video surveillance, provides orderly procedures to be utilized by staff to protect the safety and well-being of students and staff and to preserve district assets to the greatest extent practical.

Emergency Preparedness Plan Organization

The BCSC Emergency Preparedness Plan is organized into six sections.

Other than record copies and website postings, this information is not broadly distributed or referenced in the course of planning and implementing the Emergency Preparedness Plan. This section is posted to the BCSC Internet Website for public information.

Section I Emergency Response Planning Check List. This section serves as the incident planning resource for key building, departmental, and district staff, and for training and planning use at the start of and throughout the school year. This section is posted to the BCSC Intranet for staff reference.

Section II Emergency Response Classroom Quick Guide. This section is the basis for quick reference flip charts and other information that is broadly distributed throughout the district for use by all staff in preparing for and executing initial emergency response. The information included in this section is reproduced on quick reference charts throughout the district, is referred to in periodic staff training and drill exercises and is reviewed annually for content. This section is posted to the BCSC Intranet for staff reference.

Section III Emergency Response Incident Check List – This section serves as the incident response plan for key district and building staff responding to a variety of emergencies and incidents. This section is reproduced in various formats for use by key building, departmental, and district staff, is referred to in periodic staff training and drill exercises and is reviewed annually for content. This section is posted to the BCSC Intranet for staff reference.

Section IV Emergency Response General Information Appendix – This section contains frequently required resources and information for use in planning and implementing the BCSC Emergency Preparedness Plan. This section is reproduced in various formats for use by key building, departmental, and district staff, is referred to in periodic staff training and drill exercises and is reviewed annually for content. This section is posted to the BCSC Intranet for staff reference.

Document The distribution and updating of the BCSC Emergency Preparedness Plan is Control documented in this section. This section is only maintained in record sets of the Emergency Preparedness Plan.

Sections III and IV form the "Field Response" document to be utilized by key building, departmental, and district staff in responding to actual emergencies and incidents.