



POLICY 805 -- EMERGENCY EVACUATION OF SCHOOLS

1. Purpose

The following guidelines shall apply to emergencies that affect the operation of the schools of the district.

2. Authority

The district's system of emergency preparedness shall ensure that:

- the health and safety of students and staff are safeguarded
- the time necessary for instructional purposes is not unduly diverted
- minimum disruption to the educational program occurs
- students are helped to learn self-reliance and trained to respond sensibly to emergency situations (Policy No. 105)

All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness as promulgated by the Superintendent consistent with these guidelines.

Bomb threats and reports of fire shall normally require the evacuation of the threatened school or building. All time lost from the instructional program for the evacuation of schools or other procedures necessitated by a bomb threat or a false fire alarm shall be made up if closing results in more than a half day closing.

3. Delegation of Responsibility

The Superintendent shall develop procedures for the handling of school emergencies which include: a plan for the prompt and safe evacuation of the schools and safe dispersal of students from school property which shall be practiced monthly in fire drills conducted in accordance with law; the conduct of bus evacuation drills twice a year in accordance with law.

The Superintendent shall develop procedures for the handling of school emergencies which include:

- a plan for the sequestration of students in a safe place other than the school
- design of a communications system to alert the whole school community when necessary and to notify parents of the evacuation of students
- instruction in emergency preparedness and survival techniques as a part of the regular curriculum of the schools (Policy No. 105)

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- the immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency
- cooperation with local agencies such as police department, fire department, and civil defense
- instruction of staff members in the techniques of handling emergencies
- the continual evaluation of the effectiveness of emergency planning in preparing the schools to cope with disaster
- arrangement for an annual inspection by fire/police officials
- conducting regular evacuation drills
- confirmation of emergency evacuation plans will be reported to the Superintendent during the month of September by the building principal.