

Title: School Emergency Management Policy

Effective Date: May 8, 2018

References: R277-400; 53A-3-402(18)

Purpose

This policy is intended to prepare personnel and students and to provide guidelines to take appropriate action in the event of a natural, technological, or security emergency or disaster. It also serves to prepare school personnel for their roles in coordinating with the local emergency management agency to integrate the school facilities and resources into the community's overall emergency preparedness program.

Definitions

"Emergency Preparedness Plan" or "The Plan" means policies and procedures developed to promote the safety and welfare of students, protect school property, or regulate the operation of schools during an emergency occurring within the school, which assures the protection and safe care of students and staff before, during, and immediately after a threatened or actual emergency or disaster.

"The School Emergency Preparedness Committee" or "The Committee," refers to the designated group of individuals who are tasked with the responsibility of developing, implementing, and reviewing procedures that promote the safety and welfare of students and school personnel.

Policy

Emergency Preparedness Planning and Response

1. Effective planning, exercising, and response require the coordination, cooperation, and participation of school personnel, students, parents, guardians, and community organizations and individuals; therefore, the delegation of responsibility to one person is not appropriate.
2. The Director shall ensure the development and maintenance of a plan for IEA that considers location, facility, budgets, and staff capabilities.
3. The School Safety Coordinator shall coordinate emergency preparedness efforts with community leaders and emergency management agencies to assign responsibilities and organize the planning process.
4. The Director shall ensure that comprehensive plans are reviewed at least annually and are kept current with: growing school populations, technical advances, and changes in state education rules and policies.
5. Written emergency plan shall be located in classrooms, the main office, and any other designated areas as a resource for situations that arise.

Criteria and Organization Of Emergency Preparedness Plan

1. The Plan shall identify organization structure, criteria, and specific circumstances that require emergency procedures including: legal responsibilities and authority, compliance with state plans and policies

2. The Plan shall identify State Board Rule R277-400, "Emergency Preparedness," as authority for the plan.
3. The Plan shall prepare specific instructions for backup (i.e., if the principal is absent, then the vice principal; if the vice principal is absent, then a specialty coordinator).
4. The Plan shall include instructions for each specific job in the plan.
5. The Plan shall require the preparation and maintenance of emergency telephone numbers including administrative chain-of-command and emergency services.
6. The Plan shall coordinate emergency preparedness procedures with the county and local government emergency management agencies for use of grounds, equipment, supplies, and transportation during an actual or impending disaster/emergency.
7. The Plan shall make provisions to conduct and coordinate exercises with the city and county emergency management agencies, and initiate emergency plan revisions identified in the drill evaluations.

Emergency Management Responsibilities

1. The Director shall establish a School Emergency Preparedness Plan Committee which consists of the following members: School Emergency Coordinator, local government or county emergency management policy representative, school nurse or health representative, parents, teachers, support staff, and others as necessary.
2. The Director shall advise and support the School Emergency Preparedness Committee, coordinate school emergency preparedness plans, and provide emergency procedures policy clarification to school personnel and emergency response agencies during an emergency or during drills and exercises.
3. The Director shall appoint a person to act in his/her absence.

Responsibilities of School Emergency Preparedness Plan Committee

1. The Emergency Preparedness Plan Committee shall participate in the development and review of IEA's Emergency Preparedness Plan
2. The Committee shall review and approve all School Emergency Preparedness Plans using the criteria outlined in this policy.

Staff Responsibilities and Training

1. The Director, in coordination with the Emergency Preparedness Committee, shall carry out the following duties:
 - a. Assign emergency responsibilities to staff regarding individual capacities and normal service functions for each anticipated emergency situation.
 - b. Cross-train staff and volunteers to prevent the plan from becoming nonfunctional if one or more persons are absent.
 - c. Require emergency preparedness training for all students and staff.
 - d. Adapt emergency preparedness training to individual capabilities and limitations, including persons with disabilities.
 - e. Provide orientation and annual in-service emergency preparedness training to staff and volunteers.
2. The Director, or designated emergency response coordinator, shall provide preparation and warning response procedures to emergency situations by preparing step-by-step warning and

response actions for specific anticipated emergency situations and preparing an emergency warning system that is in place and functional for informing the school population of the actual or impending danger.

3. The school teaching and support staff shall:
 - a. Participate in developing the School Emergency Preparedness Plan as assigned
 - b. Participate in emergency preparedness in-service training programs.
 - c. Receive training in skills needed when working with children and coworkers under the stress of an emergency situation.
 - d. Train in first aid procedures.
 - e. Provide instruction and practice in emergency preparedness and survival techniques appropriate to grade level.
 - f. Provide ongoing leadership training and activities that encourage student confidence in their abilities to care for themselves and be of help to others during an emergency, including a period of enforced confinement.
 - g. Be prepared to assist students and staff who have disabilities.
4. P.T.O., parents, and guardians are encouraged to:
 - a. Participate in the development and implementation of the School Emergency Preparedness Plan.
 - b. Support emergency preparedness programs within the school.
 - c. Volunteer services in school emergency preparedness planning and during actual emergencies.
 - d. Provide input through organizations associated with the school.
 - e. Provide schools with current student emergency notification information.
 - f. Become knowledgeable of community and school Emergency Preparedness Plans.
 - g. Encourage coordination between local officials, businesses, and schools to maximize efforts in preparedness and response.
 - h. Encourage students to discuss, with their parents, the emergency preparedness and response techniques learned at school.
 - i. Receive training in emergency preparedness procedures appropriate for providing assistance to the school and community.
 - j. Practice emergency preparedness in the home to reinforce school training, provide models, and ensure family safety.
5. Students are encouraged to:
 - a. Cooperate during emergency drills and exercises.
 - b. Learn to be responsible for themselves and others.
 - c. Develop awareness of natural, technological, and security hazards.
6. The public health department and school nurses should:
 - a. Participate in the development and implementation of the District and School Emergency Preparedness Plans.
 - b. Respond to designated school(s) during emergencies to render first aid, assist in triage and transportation of injured persons, and assist in sanitation measures in coordination with the Health Department and emergency management agencies.
 - c. Participate as health resource persons in faculty studies leading to emergency preparedness curriculum development.

- d. Assist the Director in determining the need for emergency, medical, and sanitation supplies and equipment.
- e. Assist in the training of faculty, staff, and students in first aid and sanitation procedures.
- f. Advise the school emergency managers on how to provide for physically and mentally disabled persons during emergencies

Training, Drilling, and Exercising the Plan

1. The Director and/or emergency response coordinator, in coordination with the Emergency Preparedness Committee, shall prepare education, training, and drills required to ensure effective operation of the plan.
2. The Director and/or emergency response coordinator shall integrate emergency preparedness material into the curriculum.
3. The Director and/or emergency response coordinator shall provide students with adequate educational services and supervision during school hours in an emergency.
4. Required emergency evacuation drills may be substituted every other time by a security or safety drill to include shelter in place, earthquake drill, or lockdown for violence.
5. The routine emergency evacuation drill, for fire, shall be conducted at least every other evacuation drill.
6. Fire drills shall include the complete evacuation of all persons from the school building or portion thereof used for educational purposes. An exception may be made for the staff member responsible for notifying the local fire department and handling emergency communications.
7. When required by the local fire chief, the local fire department shall be notified prior to each drill.
8. Fire drills shall be initiated by activation of the fire alarm system.
9. IEA shall hold at least one drill for other emergencies during the school year.
10. IEA shall have a method by which parents and the public can be notified of school emergency situations. Arrangements with local radio and television stations to broadcast emergency bulletins should be established by the Director.
11. At the beginning of each school year, parents and staff shall receive a written summary of relevant sections of the emergency preparedness plan.
12. The plan shall contain measures that shall ensure that in the event of an emergency, school personnel shall maintain control of students and facilities during the school day or until students are released to a parent or legal guardian. While in school, students will receive reasonably adequate educational services and supervision.
13. Release of a child at other than regularly scheduled hours is prohibited unless the parent or another responsible person has been notified and has assumed responsibility for the child.

Hazard Analysis

1. The hazard analysis generates the basis upon which the Emergency Preparedness Plan shall develop, and provides implementation procedures for the analysis of natural, technological, and security hazards likely to occur in the school area, as well as assessment of facilities and available resources both material and human.
2. In the case of a potentially hazardous situation, the Director shall perform a hazard assessment and determine which natural and man-caused hazards threaten the school. The city/county

Emergency Management Director may help with the hazard assessment and the National Weather Service station in the area could provide climatic data on general and unique weather patterns.

3. The Director shall make a vulnerability assessment with the assistance of the local government emergency management director and determine the vulnerability of people, property, and the environment to the various hazards.
4. The Director, with the assistance of the local government emergency management director shall assess the risk involved, assigning a probability that the hazard will occur based on its severity using measurements and/or judgment.
5. The Director will assign resources to those hazards that pose the highest risks.

Components of an All-Hazard Emergency Preparedness Plan

1. Maps of the community, school site and school floor plans provide summaries of the natural and manmade features of the area. Topographic maps and street maps can be used to assess the vulnerability of the school to floods, landslides, forest fires, and transportation accidents involving hazardous materials.
2. Floor plans and site plans of the school facilities offer planners a summary of building features in order to: Identify shelter areas, plan evacuation routes to avoid hazardous areas (boiler rooms, wooden stair-wells, etc.), use building safety features such as firewalls, locate gas, water, electrical shut off, underground gas lines, and fire suppression equipment, and identify chemical storage areas.
3. Organizational charts with telephone numbers are valuable during planning activities or actual emergencies.
4. School Property Inventory may reveal equipment that must be considered a hazard.
5. Each school shall have a written plan for the organized use of community resources, including: temporary shelter for students or for classrooms, human resources such as emergency management officials, firefighters, and law enforcement officials to speak to student groups, conduct training workshops for school staff members, and give instruction to adults.
6. School Call-Up Lists allow for the development and maintenance of a list of names, addresses, and phone numbers for staff and emergency services personnel. Provide a pocket card with this information to each school staff member in compliance with district records access and management policy. It is suggested that schools to have a parent/guardian "call-down tree" if notification of parents is necessary.

Emergency Supplies and Equipment

1. The Plan shall provide procedures for requesting funds for school emergency preparedness programs.
2. The Plan shall provide procedures for procurement, storage, and maintenance of emergency supplies, equipment, and program instruction materials.
3. The Plan shall provide procedures for periodic safety checks of school facilities, review of school construction and renovation projects for safety and shelter features, and requesting funding for these projects.

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