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| GENERAL | Each school shall have effective emergency procedures that can be implemented on short notice and that will ensure optimum safety for students and school personnel. |
| STUDENTS RETAINED | During actual emergency conditions, students and faculty shall be retained at the school buildings unless otherwise directed by the Superintendent. Buses will not be made available for transportation until authorized by the Superintendent or a designee, and Civil Defense vehicles, ambulances, firefighting units, police, and other authorized vehicles shall have priority in the vicinity of the school. |
| FIRE DRILLS | <p>Fire drills shall be conducted in accordance with the following guidelines:</p> <ol style="list-style-type: none">1. One fire drill each month shall be conducted in high school for grades 9-12.2. Two fire drills each month shall be conducted in elementary and intermediate school for grades K-8.3. Obstructed and unobstructed drills shall be alternated.4. The emergency gong shall be used in sounding the fire alarm.5. Female students and faculty shall be instructed to take their purses with them upon leaving the room.6. Teachers shall take registers and/or grade books as they leave the room to accurately check and record the roll.7. Safety instruction shall be offered for 20 minutes each week in grades K-6. |
| SEVERE WEATHER | When severe weather has been forecast, the following Procedures shall be used: |

SCHOOLS IN
SESSION

1. If children are in attendance at school when a severe weather warning is received, the Superintendent or designee shall determine if schools are to be dismissed early or at the regular times.
2. If schools are to be closed, the Superintendent or Director of Communications shall notify the area radio and television stations and will prepare to activate the school emergency disaster plan. If the storm is imminent and schools are declared closed, the superintendent will notify each principal of the procedures they are to follow. The superintendent or designee will contact each member of the Superintendent's Cabinet to outline procedures. The disaster emergency response coordinator will notify the director of maintenance, director of transportation, and director of food service. Employees having questions regarding the emergency procedures shall call their immediate supervisor or the Superintendent's designee for directions and information.

SCHOOLS NOT IN
SESSION

When schools are not in session, the disaster emergency response coordinator shall assume responsibility for staff safety and building security during the storm. Information regarding emergency procedures shall be available from the disaster emergency response coordinator or other supervisory staff in the District.

POLICE OR FIRE
EMERGENCIES

When an incident occurs that requires notification of police and or fire units, the following guidelines shall apply:

1. The police, EMS, and/or fire department will be called.
2. The office of the Superintendent will be called.
3. School health personnel will be called, if appropriate.
4. Parents of individual involved will be called, if appropriate.
5. All students will be kept in classrooms until further notice, if appropriate.
6. The building will be evacuated through the use of the standard fire drill and secured, if appropriate.
7. District employees will cooperate fully with the police and/or fire officials.

8. All questions from the new media will be referred to the Director of Communications. [See GBBA] Members of the news media will be directed to a single specified location.
9. Students will be released only to their parents, in person, if the parents desire to take them away.
10. Witnesses to the incident will be asked to provide written statements as soon after the incident as possible.
11. The identity of individuals involved will not be released except to proper authorities