

Emergency and Disaster Preparedness

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human, that could occur while school is in session. Because of this, the District has developed appropriate plans and procedures to deal with such emergencies at school facilities or involving school transport. It is important that students, employees, and parents be knowledgeable about the various emergency plans and procedures and be prepared should such an emergency occur. Emergencies require immediate action on the part of the students and staff. Established and practiced procedures can lessen the danger involved during each of these emergencies.

When Grief Visits Schools by Dr. John Dudley may be used as a reference when dealing with crisis.

Development of Crisis Management Plan

The District will develop and maintain an emergency operations plan to act as a guide for District Trustees, administration, staff, students, parents/guardians, and community members to address potential crises in the District and to aid in the safety of students and staff. The Board also directs the Superintendent to ensure that each District school develops its own emergency operations plan. These plans shall be exempt from disclosure under public record laws, as described in IC 74-105.

The emergency operations plan will provide direction for the District and for each site to use, prior to, during, or after any emergency situation.

The Superintendent or designee shall be responsible for directing the development of a comprehensive emergency operations plan. They shall coordinate with school staff and local emergency response agencies in developing these plans. Each building administrator is responsible for keeping the site information in the Crisis Management Plan current and keeping staff members as well as students trained in crisis management response. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The emergency operations plan will be reviewed annually by the Crisis Management Committee, which shall include representatives of principals and site managers. Suggestions for the improvement of this plan are welcome.

Each principal and site manager shall receive a copy of the emergency operations plan and shall provide inservice training on plan implementation. This training shall be provided annually for every employee and to new employees upon hiring.

The District emergency operations plan serves as the foundation for the development of individual site and program plans.

Student and Staff Training

To ensure the maximum safety of all school personnel, it is critical that faculty members maintain knowledge of the emergency procedures contained in this plan and that all personnel participate in related training and exercise activity. The principal shall review this plan with his or her faculty and staff at the beginning of each school year. Students will be instructed in evacuation and sheltering procedures as early as possible in the school year.

Legal Reference: IDAPA 08.02.03.160 Safe Environment and Discipline

Policy History:

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