

# COUNCIL ROCK SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: EMERGENCY EVACUATION  
OF SCHOOLS

ADOPTED: February 5, 1998

REVISED:

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: <ol style="list-style-type: none"> <li>1. The health and safety of students and staff are safeguarded.</li> <li>2. The time necessary for instructional purposes is not unduly diverted.</li> <li>3. Minimum disruption to the educational program occurs.</li> <li>4. Students are taught self-reliance and trained to respond sensibly to emergency situations. (Pol. 105)</li> </ol>
SC 1518 Pol. 105  3. Delegation of Responsibility	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.  Bomb threats and reports of fire shall normally require the evacuation of the threatened school or building.  The Superintendent shall develop procedures for the handling of school emergencies which include:
SC 1517	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. The conduct of bus evacuation drills twice a year in accordance with law.</li> <li>3. A plan for the sequestering of students in a safe place other than the school.</li> </ol>

<p>SC 1518 Pol. 105</p> <p>4. Guidelines</p> <p>School Code 1517, 1518</p> <p>Other Cite Pol. 105</p>	<ol style="list-style-type: none"><li>4. Design of a communications system to alert the whole school community when necessary and to notify parents of the evacuation of students.</li><li>5. Instruction in emergency preparedness and survival techniques as a part of the regular curriculum of the schools.</li><li>6. The immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency.</li><li>7. Cooperation with local agencies such as police department, fire department, and civil defense.</li><li>8. Instruction of staff members in the techniques of handling emergencies.</li><li>9. The continual evaluation of the effectiveness of emergency planning in preparing the schools to cope with disaster.</li></ol> <p><u>Fire Drill</u></p> <p>At the beginning of each school year, a fire drill should be organized and held either the first or second day of school.</p> <p>At least one drill should be held each month.</p>
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