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Contact Person: Executive Director of Community Relations & Emergency Management

POLICY 806 DISTRICT CRISIS MANAGEMENT POLICY

I. PURPOSE

To establish a comprehensive district-wide Emergency Operations and Recovery Plan (EORP) and building-level safety plans.

II. GENERAL STATEMENT OF POLICY

The superintendent and/or designee will develop and maintain an Emergency Operations and Recovery Plan (EORP) and building-level safety plans regarding crisis prevention, intervention, mitigation, response and recovery for any incident that threatens the safety and security of students and staff. Development of the plans shall involve local emergency agencies, school safety personnel, staff, parents, students, and interested persons.

Plans shall include reasonable steps to ensure student and staff safety, and minimize property damage, such as:

- Written procedures for taking action in the event of an incident or emergency, including a warning system designed to inform students, staff, and visitors of a crisis or emergency. The procedures – collectively known as School Safe Conditions - include evacuation, lockdown, shelter-in-place, severe weather, and hold-in-place.
- Written procedures for communicating with local law enforcement agencies, community emergency services, parents, students, staff, and media in the event of a crisis.
- Development of Building Emergency Response Teams (BERT) and a District Emergency Response Team (DERT) with specific response protocols under the National Incident Management System's (NIMS) Incident Command System (ICS) structure.
- A plan for emergency management training of all new staff, contracted staff and Tier Two volunteers within 30 days of employment, and implementation of state required drills and practice sessions throughout the school year.
- Designation of specific management and reporting responsibilities of each staff person during a crisis.

The superintendent shall appoint a district-wide emergency management coordinator to work with the superintendent to develop the EORP, building-level safety plans, recruit and supervise district and building level emergency response teams, coordinate in-service programs for teams and all staff, serve as a liaison between central office and staff, and serve as a liaison between the district and local emergency agencies. The coordinator shall be responsible for providing copies of current plans developed under this policy to local emergency agencies on a regular basis.