

EMERGENCY PLANS (REGULATION)

Colcord public schools recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by planning and preparedness. Crisis intervention teams have been identified in each school to be activated in case of a crisis. Team members have received training, particularly in the areas of suicide prevention, intervention, and post convention. These teams, along with building and district administrators, will be responsible for a coordinated response to emergencies.

Objectives of this Guide:

1. To provide a standardized, minimum emergency procedure plan that will assist school officials to meet both ethical and legal responsibilities to their students, peers, and community in times of emergency.
2. To provide suggestions for meeting minor emergencies, as well as recommendations for action during major natural disasters or man-made disasters.
3. To provide suggested forms to be used.

General Responsibilities of the Staff

Classroom Teachers:

1. Every teacher will become familiar with the various alarm signals and react immediately, calmly, and appropriately. If evacuation is necessary, make sure the process is as orderly and prompt as possible. Also, make sure all windows and doors are closed and that the students are relocated to the designated area appropriate to the nature of the emergency.
2. Every teacher should have grade books or class rosters at all times during an emergency. The rosters should include an alphabetical listing of all students enrolled.
3. If a hazard to the safety of students and adults is identified, or if students or adults are in danger in any way, the first, teachers should be to take whatever action is prudent or necessary for the safety of the students. The second priority will be to notify the office as soon as possible. The district plan of action will provide assistance.
4. Teachers should not leave students unattended under any circumstances.
5. Staff members trained in CPR and/or first aid should go to any part of the campus where students are reported to be injured. Their major responsibility should be to apply first aid to the injured. A well stocked, portable first-aid kit should be kept by the school at all times.
6. All staff not immediately responsible for students should go to the office at the outset of an emergency to receive direction from the principal.

Cafeteria Staff:

1. Any emergency related to the kitchen operation of the cafeteria should be reported to the main office immediately.
2. When an alarm sounds, all cafeteria personnel must evacuate the kitchen area immediately. All windows and doors should be shut, and all stoves and ovens should be turned off. Personnel should evacuate to the area immediately outside the cafeteria.
3. If students are present in the cafeteria, cafeteria personnel should assist the teachers in evacuating the students.
4. If the emergency involves the evacuation of teachers and students from the school, cafeteria personnel should be ready to assist teachers, in the control of students.

EMERGENCY PLANS, REGULATION (Cont.)**Principal:**

The principal should supervise all procedures during the initial stages of the emergency. As soon as the nature of the emergency is identified; he/she should make sure that:

1. The appropriate alarm is sounded.
2. Procedures to ensure the safety of the students are being implemented.
3. Proper authorities and agencies are notified.
4. Internal communication channels are established within the building and at the district level.
5. Planned role assignments are reinforced.
6. External communications are established.
7. An administrator/designee will be on site during emergency.

The principal, in conjunction with the crisis team, should also assume the responsibility for ensuring that all personnel are serviced in the contents of this emergency plan. He/she should ensure that the plan contains specific information for the site.

Drills are to be conducted as required by state law.