### 805. EMERGENCY EVACUATION OF SCHOOLS

#### 1. Purpose
The Joint Operating Committee recognizes the need for a school system of emergency preparedness that ensures:

1. Health and safety of students and staff are safeguarded.
2. Time necessary for instructional purposes is not unduly diverted.
3. Minimum disruption occurs to the educational program.
4. Students and staff are taught to respond appropriately to emergency situations.

#### 2. Authority
The Joint Operating Committee directs that established policy shall be followed for emergency evacuations that affect the operation of the school.

#### 3. Guidelines
All threats to the safety of the school shall be identified by appropriate personnel and responded to promptly, in accordance with the plan for emergency preparedness, as promulgated by the Administrative Director or designee.

- Reports of fire shall normally require the evacuation of the threatened building, after consideration of mitigating circumstances by the Administrative Director.
- Fire, bus evacuation, and other emergency drills shall be accomplished in accordance with state law.

**Bomb Threats**

In the event of a threat that a bomb has been placed in the school, the established procedures shall be followed:

1. Bomb threats normally require evacuation of the building, after consideration of mitigating circumstances by the Administrative Director or designee.
2. Police and fire departments shall be notified immediately.
3. A search of the building shall be conducted, with the assistance of the police.
4. Delegation of Responsibility

Any decision concerning dismissal of students and staff and subsequent action shall be at the discretion of the Administrative Director.

SC 1517

The effectiveness of emergency planning in preparing the school to cope with disaster shall be continually monitored by the Administrative Director.

The Administrative Director or designee shall develop procedures for handling school emergencies which include:

1. A plan for sequestering students in a safe place other than the school.

2. Design of a communications system to notify participating school districts and parents/guardians of the evacuation of students and to alert the whole school community when necessary.

SC 1518

3. Instruction in emergency preparedness and survival techniques as part of the regular curriculum.

4. Immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency.

5. Cooperation with local agencies, such as the police department, fire department and emergency management agency.

6. Instruction of staff members in the techniques of handling emergencies.

School Code 1517, 1518, 1850.1

and/or fire departments.

4. If a thorough search has discovered no bomb, the Administrative Director or designee may permit reentry by students and staff.

5. A request for investigation shall be made to law enforcement agencies.