

# Emergency Preparedness Policy

## 1. PURPOSE

The purpose of this policy is to assure the safety of students and employees during any type of incident or emergency by insuring that: plans and procedures are formulated at the District, schools, and job sites; assignments and training provided to individuals; and oversight and communications is established by the District.

## 2. POLICY

The board recognizes that the safety of students and staff is best met by preparedness response which shall insure that the health and safety of students and staff are safeguarded, any disruption to the education program is minimized, and students and employees are trained to respond to emergency situations.

### 2.1 Incident Preparedness Plans

To anticipate and prepare for such events, a District Emergency Operations Plan and Incident Command System shall be established and maintained which provides operational direction. The District Emergency Operations Plan is the implementing document for this policy and may be revised and updated as needed. It outlines the what, where, and when in relation to incident response in the District. A District Emergency Operations Committee will be established and maintained to create and review the District's Emergency Operations Plan. Individual School Plans will be prepared and kept current for each school and facility.

### 2.2 Standard Operating Procedures (SOPs)

Each plan, either District or school level, will include documents outlining specific supporting tasks emphasizing who is responsible for the task with a general description of the task. These SOPs reflect how the District intends to do business in the event of an incident. Through these pre-event assignments, awareness is increased, confidence built, and smooth transition from daily to emergency operations is assured.

### 2.3 Training and Exercises

Training shall be provided in support of the plans and procedures. The plan and SOPs will be validated through conduct of exercises and drills which identify areas for additional training or revisions of procedures and also to insure continued readiness.

### 2.4 District's Role in Cache County's Emergency Preparedness

The Board further recognizes its unique role in Cache County's Emergency Preparedness and Incident Response Plan. In the event of a major incident, once the safety and accountability of students is accomplished, District efforts and resources will be fully coordinated with and in support of the Cache County emergency efforts.

## 3. AUTHORITY AND RESPONSIBILITY

### 3.1 Superintendent

The superintendent shall oversee procedures for handling of school incidents and emergencies which include a plan for the prompt and safe evacuation of the schools; other procedures deemed necessary to insure safety of lives; protection of property; and continuity of operation.

### 3.2 Principals

The principal of each school, in coordination with local law and fire authorities, is responsible for the safety of all students and personnel on the school site. Site level plans will be developed and kept current. Training in the plan shall be conducted as well as emergency drills conducted on a regular basis. The principal shall designate a person who will be in charge of the school during his/her absence. In the event of an incident requiring police or fire response, full cooperation will be provided to those officials.

### 3.3 Sites other than schools

The superintendent shall designate a responsible individual for each District administrative facility, to be accountable in similar fashion to the principals as outlined in section 3.2 of this policy.

### 3.4 Employees

3.4.1 In the event of a major disaster situation employees will be required to provide for the safety of students and other employees. During such a disaster situation, employees are required to follow the instructions given by their supervisors. Failure to follow such instructions will be considered insubordination and will be grounds for discipline up to and including termination of employment.

3.4.2 Employees are strongly encouraged to take all steps necessary to provide for the well being of their family in advance of any major disaster. This will hopefully moderate fears and concerns sufficient to permit rapid and effective completion of assigned tasks to insure the well being of students.