

EMERGENCIES

Emergency Responses

2405

In any crises or emergency circumstances, the immediate concern shall be securing the safety and welfare of students and staff. A second priority, if appropriate, will be the securing and salvaging of property. The superintendent of schools will be in charge of administering and monitoring any emergency event. The high school principal will be in charge in the event that the superintendent of schools is not available. Once the nature of the emergency is determined and the immediate concerns for students and staff are addressed, the superintendent of schools will:

- I. Alert board members.
- II. Decide whether to convene or postpone school, with attendance adjustments in transportation and activity schedules.
- III. Determine the need to involve other agencies and/or officials (e.g., police, fire and emergency personnel, counseling services, insurance representatives). The administrators will maintain an accessible, emergency telephone list.
- IV. Activate the crises intervention team if deemed appropriate.
- V. Notify students, staff, and patrons via appropriate media.
- VI. Report on the incident at the next regular or emergency board meeting and evaluate the effectiveness of the response strategy.

Inclement Weather: In the event of bad weather, the superintendent of schools will make the decision to cancel or delay the start of school and whether or not staff are to report for duty. When school is canceled, ordinarily all after-school activities will be canceled. Any decision to the contrary must have the superintendent of school's permission and include provision for communicating with all affected parties in a timely manner. Weather information will be sought from current weather station reports and consultation with the school bus personnel and other area superintendents. The decision to cancel school will be made as early as possible. A 'phone tree' will be developed to alert the staff, and the superintendent of schools shall inform the local media. Refer to AR-2405, School Closing Information. The board of education will determine in the spring whether time missed for inclement weather or other emergency school closing should be made up.

Fire, Tornado, Gas Leaks, Bomb Threats: The administrators shall design and keep current drill and evacuation plans, to include emergency shelter, and publish them in staff and student handbooks. Teachers will post said plans in their classrooms and educate students on their implementation.

Student or Staff Deaths: When notice is received of a student or staff death, the principal will inform and consult with the superintendent of schools. Ordinarily school will be convened; however, appropriate modifications in daily school activities, which are sensitive to the incident, will be made. Further, if deemed necessary, a counseling intervention team will be made available, in conjunction with school counseling services, to provide assistance to students and staff. Substitute teachers will be employed if deemed appropriate. School officials will attempt to balance funeral accommodations with the need to convene school with minimal disruption.

Civilian Emergencies: The school buildings are available as emergency shelters if needed. School officials, to the extent possible, will cooperate with other civil authorities, including local, area, and state law enforcement agencies and fire department officials, in making school facilities available during any civilian emergencies.

Legal References:	§79-501	Board, Property, Care and Custody.
	§79-706	Fire Prevention, Instruction, Requirements.
	§81-527	State Fire Marshal, Fire Drills.

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