



1.0 Purpose

The Nord Country School Board recognizes that safety of students, staff and visitors while on campus is a primary concern. The purpose of this policy is to ensure campus-wide safety and clarify school procedures in case of an emergency. The objectives of this disaster plan are:

- 1.1 To provide for action which will minimize injuries and loss of life of students and school and emergency personnel if an emergency occurs during school hours;
- 1.2 To provide for the efficient use of school personnel and school facilities should an emergency occur during operating hours;
- 1.3 To ensure the safety and protection of our students and school personnel immediately after a disaster;
- 1.4 To arrange for a calm and efficient plan for parents to retrieve their children from school or a reunification center, should it be necessary, following a disaster.

2.0 Responsibilities

2.1 Teachers

- 2.1.1 Give “duck, cover and hold” instructions in event of earthquake.
- 2.1.2 When the fire alarm is heard, shelter in place unless teacher sees flames or smells smoke.
 - 2.1.2.1 During an evacuation, hold students in assigned yard area, take roll, and wait for further instructions from authorized school or emergency personnel.
 - 2.1.2.2 Remain with class and report anyone who is missing.
 - 2.1.2.3 Take appropriate first aid action.
 - 2.1.2.4 Refrain from re-entering buildings until deemed safe.
- 2.1.3 Shelter in place in the event of an emergency. Follow procedures in Catapult. If outside, move to the nearest building/classroom.
 - 2.1.3.1 Follow the safety procedures in Catapult, also located on your safety clipboard.

2.2 Administrator or Designee

- 2.2.1 In the event of a fire, shut off gas, electricity and water if appropriate (in that order).

- 2.2.2 In the event of an earthquake, if gas is smelled, turn off gas; if there is an electrical problem, turn off electricity; if there are water leaks, turn off water.
- 2.2.3 Inspect buildings for damage.
- 2.2.4 Set up and coordinate a first aid center.
- 2.2.5 Assign available adults to tasks as needed.
- 2.2.6 Decide if evacuation to a designated shelter is necessary.
- 2.3 Office Manager
 - 2.3.1 If telephones are operable:
 - 2.3.1.1 Notify the police department and/or fire department.
 - 2.3.1.2 Monitor incoming phone calls.
 - 2.3.2 Maintain communication with staff and outside agencies.

3.0 Student Release Procedure

- 3.1 A staff member will bring students to the Student Release Tables at a designated location. Only parents, legal guardians, or persons designated on the emergency contact may pick up students after signing out for each child they are taking.
- 3.2 Parents, guardians, and designated persons will leave as quickly as possible after signing out their child.
- 3.3 Staff members will help with first aid, dismissing students, helping with classes, monitoring traffic, etc.
- 3.4 The Administrator or designee will determine the need to leave the building. In the event the building cannot be reoccupied or if a fire requires evacuation of the school, we will transfer the students to the nearest available safe shelter.

4.0 Adoption and Amendment

- 4.1 Originally Adopted: 6/14/2005
- 4.2 Most Recent Review: 11/20/2025