Nord Country School

BP 3010 – School Emergency Plans

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 Evacuate building in case of fire or after an earthquake

2.1.2.1 Take emergency materials, class roster and designated first aid kit, then evacuate students to assigned area.

2.1.2.2 Hold students in assigned yard area, take roll, and wait for further instructions from authorized school or emergency personnel.

2.1.2.3 Remain with class and report anyone who is missing.

2.1.2.4 Take appropriate first aid action.

2.1.2.5 Refrain from re-entering buildings until deemed safe.

2.1.3 Shelter in place in the event of a "code red". If outside, move to the nearest building/classroom.

2.1.3.1 Follow the safety procedures 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 a Student Release form 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 Amendment: 11/20/2019