

# BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: EMERGENCY EVACUATION  
OF SCHOOLS

ADOPTED: March 14, 2006

REVISED:

805. EMERGENCY EVACUATION OF SCHOOLS	
<p>1. Purpose</p> <p>SC 1518</p>	<p>The district's system of emergency preparedness shall ensure that:</p> <ol style="list-style-type: none"> <li>1. Health and safety of students and staff are safeguarded.</li> <li>2. Time necessary for instructional purposes is not unduly diverted.</li> <li>3. Minimum disruption occurs to the educational program.</li> <li>4. Students and staff are taught to respond appropriately to emergency situations.</li> </ol>
<p>2. Authority</p>	<p>The Board directs that established policy shall be followed for emergency evacuations that affect the operation of district schools.</p>
<p>3. Guidelines</p>	<p>All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly, in accordance with the comprehensive emergency plan for emergency preparedness as promulgated by the Superintendent or designee.</p> <p>Reports of fire shall normally require the evacuation of the threatened school or building, after consideration of mitigating circumstances.</p> <p><u>Bomb Threats</u></p> <p>In the event of a threat that a bomb has been placed in a district school, the established procedures shall be followed:</p> <ol style="list-style-type: none"> <li>1. Bomb threats normally require evacuation of the building, after consideration of mitigating circumstances by the Superintendent or designee.</li> <li>2. Police and fire departments shall be notified immediately.</li> <li>3. A search of the building shall be conducted, with the assistance of the police and/or fire departments personnel.</li> </ol>

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<p>4. Delegation of Responsibility</p> <p>SC 1517</p> <p>SC 1517</p> <p>SC 1518</p> <p>School Code 1517, 1518</p>	<p>4. If a thorough search has discovered no bomb, the Superintendent or designee may permit reentry by students and staff.</p> <p>5. A request for investigation shall be made to law enforcement agencies.</p> <p>Any decision concerning dismissal of students and staff and subsequent action is at the discretion of the Superintendent.</p> <p>The effectiveness of emergency planning in preparing the schools to cope with disaster shall be continually monitored by the Superintendent.</p> <p>The Superintendent or designee shall develop procedures for handling school emergencies which include:</p> <ol style="list-style-type: none"> <li>1. A plan for prompt and safe evacuation of students from schools, which shall be practiced monthly in fire drills conducted in accordance with law.</li> <li>2. Bus evacuation drills twice a year, in accordance with law.</li> <li>3. Annual severe weather drill.</li> <li>4. Annual lock down drill.</li> <li>5. A plan for sequestering students in a safe place other than the school.</li> <li>6. Design of a communications system to notify parents/guardians of the evacuation of students and to alert the whole school community when necessary.</li> <li>7. Instruction in emergency preparedness and survival techniques as part of the regular curriculum.</li> <li>8. Immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency.</li> <li>9. Cooperation with local agencies, such as the police department, fire department and emergency management agency.</li> <li>10. Instruction of staff members in the techniques of handling emergencies.</li> </ol>
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