

Instruction**Emergencies and Disaster Preparedness/Drills**

The Board of Education recognizes its obligation to students, staff and the community to be prepared to deal with various emergencies as they arise, ensuring to the greatest extent possible the safety of District students, staff and visitors.

The Superintendent shall develop and maintain an emergency preparedness plan which shall make provisions for handling a variety of foreseeable emergencies, all-hazard threats, including terroristic activity. The emergency plan shall be kept current. The Superintendent shall use state-approved guidelines when updating District and site-level emergency and disaster preparedness plans and be compliant with the standards issued by the Department of Emergency Services and Public Protection.

The plan shall specify procedures to be taken in the District in the event of an emergency.

The Board will conduct a security and vulnerability assessment for each of its schools every two years and develop a school security and safety plan for each such school in compliance with Section 87 of P.A. 13-3.

The administration shall require the Building Principal to maintain procedures for fire, civil defense, and other emergencies, in accordance with the District's plan and to insure the maintenance of the fire alarm system and regular and emergency exits of all buildings. Special drill activities related to fire safety and other emergencies will be planned and implemented by each Principal, in association with the Superintendent, director of security, the police, the fire marshal or other civil authorities, to ensure orderly movement and placement of students to the safest available space(s) should an emergency occur.

Emergency preparedness should be discussed with teachers and students as deemed necessary by the building administration. Each classroom shall have posted a copy of rules, lock down, evacuation and shelter-in place signals, evacuation routes, and procedures to be followed for emergencies and emergency evacuations. All District personnel shall make themselves familiar with these procedures.

Emergency Responses

Emergency responses will depend on the circumstances and may include evacuation, shelter-in-place or lockdown. For evacuation purposes, each school has at least one off-campus site where students and staff assemble. If the threat is chemical or biological in nature, to avoid contamination, we ask that no one enter or leave the building until it is safe to do so.

In the event your child's school is evacuated, the school will attempt to notify you as soon as possible at the home and/or emergency numbers provided previously to the school. The news media will also be notified.

First Aid

At least one person at each school site should hold current first aid and/or CPR certification.

(cf. [5141.6](#) – Crisis Prevention/Response)

(cf. [5142](#) – Student Safety)

(cf. 6114.1 – Fire Emergency/Crisis Response Drills)

(cf. [6114.3](#) – Bomb Threats)

(cf. 6114.6 – Emergency Closings)

(cf. 6114.7 – Safe Schools)

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of education to prescribe rules

[10-231](#) Fire drills

[52-557b](#) Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety (Section 86, 87, 88)

[10-222m](#) – School security and safety plans. School security and safety committees

[10-222n](#) – School security and safety plan standards

Policy Adopted: April 5, 1995

Policy Revised: October 6, 2010

Policy Revised: September 12, 2018

BRISTOL BOARD OF EDUCATION

Bristol, Connecticut

Regulation

Instruction

Emergencies and Disaster Preparedness/Drills

Fire Emergency and Drills

In the event that fire is discovered in any of the school buildings, the signal to evacuate the building should be activated first and simultaneously or then call the Fire Department. Once safely outside of the school, the Superintendent's office should be notified. Once the Fire Department is on the scene, directions should be taken from their on-site commander.

I. General Rules

a. Teachers and School Personnel

- (1) Directions for student and staff egress must be posted in each room.
- (2) During a fire drill all school personnel are to leave the building. Classroom teachers should follow their students out of the room to assure the room is empty. Windows and doors should be closed and lights turned off.
- (3) Teachers are responsible for the safe conduct of their students from their rooms to places of safety outside of the building.
- (4) Teachers should take attendance to be sure that all of their students have exited the building. Slips with names of missing students and students who are with your class who are members of another class should be walked to the designated adult.
- (5) Teachers should instruct students to walk quietly to the exits. Classes then shall proceed to a designated area, a safe distance from the building.
- (6) Re-entry into the building will occur once an all-clear signal is given.
- (7) All pertinent information must be available for substitute teachers.

b. Students

- (1) When the fire alarm sounds, all students should stop what they are doing; Stand, form a line and walk out the proper exit in an orderly fashion. Books and other materials are to be left in the classroom or other area from which the student exited.
- (2) Any student not in the classroom should immediately join the nearest line of students and pass with that line. The student then becomes the responsibility of the teacher who is in charge of that line.
- (3) Students and teachers should stay as low to the ground as possible to avoid possible inhalation of smoke in the event of a fire.

(4) No student or staff is to return to the building until the all-clear signal indicates that it is safe to return to the building.

(5) Students are to walk back into the building in an orderly manner.

(6) Silence must be maintained so that students may hear the teacher's directions.

II. Emergency Plans

Plans must include details for:

1. students leaving the building in an orderly and rapid manner;
2. which adult will collect 'missing student' slips. This adult will also attempt to locate missing students
3. teachers and other staff ascertaining that no student remains in the building;
4. designation of staff/fire department to check for students or staff in the "Area(s) of Refuge";
5. a map indicating where each class will be located after exiting the building;
6. alternate exits, as real emergencies often call for alternate exits to be used; and
7. establishing an 'all clear' signal with which all students and staff are familiar.

Principals and teachers shall recognize that the essential element in any emergency is prevention of panic. Principals and teachers shall afford students such confidence as clarity of direction and supervision can contribute.

Legal Reference: Connecticut General Statutes

[10-231](#) Fire drills (as amended by PA 00-220 and PA 09-131)

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BRISTOL PUBLIC SCHOOLS

Bristol, Connecticut