Policy 8300P1 – Emergencies and Disaster Preparedness

The District has developed procedures for dealing with existing and potential student and school crises. These plans provide an organized approach to helping students. They provide direction to staff members on when and how to refer a student for help. They provide an approach to collaborative decision-making in dangerous and stressful situations. An important component of these plans is a set of inter-agency guidelines with various city and county agencies to aid timely communication and help coordinate services between the agencies and individual schools or the entire District.

The emergency response plans may include crisis response procedures and critical incident procedures. Crisis response procedures guide staff in responding to more frequently occurring crises, such as deaths of students or teachers and other traumatic events. These procedures are intended to be time-limited, problem-focused interventions designed to identify and resolve the crisis, restore equilibrium, and support productive responses. The crisis team helps administrators:

1. Gather information;
2. Establish communication with families;
3. Disseminate accurate information to faculty and students;
4. Intervene directly with students most likely to be affected;
5. Increase the available supportive counseling for students and staff; and
6. Guide students in appropriate ways to commemorate the deceased.

Critical incident procedures help District personnel handle potentially dangerous events, such as a natural disaster or an armed intruder in a school . These procedures shall emphasize a coordinated interagency approach. A plan has been established in all school buildings to provide a uniform method of warning staff and students of high-risk situations involving imminent, potentially life-threatening danger.

In the event of an emergency, employees are expected to remain at their worksite to ensure the safety and security of students under their care and/or the school's care until otherwise directed by the school administrator or person in charge.

<u>Possible Hazards in Idaho</u>

The emergency operations plans should address a range of events and hazards caused by nature or humans, such as:

1. Severe weather;
2. Bus crashes;
3. Bomb threats;

4. Student or staff deaths;
5. Chemical or hazardous material spills;
6. Fire;
7. School shootings;
8. Medical emergencies;
9. Acts of terror or war; and
10. Natural disasters such as earthquakes, tornados, floods, and volcanic eruptions.

The District's first responsibility is to ensure the immediate safety of students and staff by activating the appropriate Crisis Management Plans.

To assist and expedite setup, the Board directs that emergency plans and procedures be developed, implemented, and maintained by all schools, District facilities, and school buses, and that:

1. Each school's plan be developed in coordination with local school staff and local emergency response agencies.
2. Each school's plan comply the Idaho School Safety and Security Advisory Board's guidance.
3. All employees be trained annually on the emergency operations plans and procedures to be followed at their work site to ensure their safety and the safety of others. This training shall comply with the guidelines set by the Idaho School Safety and Security Advisory Board.
4. Students and employees practice the emergency procedures implemented at their school or work site.
5. Parents be advised of the emergency procedures developed at the school their child attends by September 30 of each year.
6. If materials and supplies beyond those normally provided by the School District are to be kept on hand to augment the school emergency procedures, then it shall be the responsibility of each school to obtain and maintain such supplies in good order.
7. Each school's plan be reviewed annually by the building principal. The building principal shall work with school staff and emergency response agencies to update and make other changes to these plans when needed.
8. Inservice training on plan implementation shall be provided annually for every employee and to new employees upon hiring.
9. This policy be reviewed annually.

<u>Sequence of Crisis Management</u>

The Crisis Management Plans should include the sequences of managing a disaster. Those sequences are as follows:

1. Mitigation and Prevention addresses what schools and the District can do to reduce risk to life and property;
2. Preparedness focuses on the process of planning for the worst-case scenario;
3. Response is devoted to the steps to take during a crisis; and
4. Recovery deals with how to restore the learning and teaching environment after a crisis.

Mitigation and Prevention

The goal of mitigation is to decrease the need for response rather than simply increasing response capability.

1. Connect with community emergency responders to identify local hazards;
2. Review the last safety audit to examine school buildings and grounds;
3. Determine who is responsible for overseeing violence prevention strategies in each school;
4. Encourage staff to provide input and feedback during the crisis planning process;
5. Review incident data;
6. Identify any major problems in your school with regard to student crime and violence;
7. Assess how the school addresses these problems; and
8. Conduct an assessment to determine how these problems, as well as others, may impact the District's vulnerability to different types of crises.

Preparedness

Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs.

1. Determine what crisis plans exist in the District, school, and community;
2. Identify all stakeholders involved in crisis planning;
3. Develop procedures for communicating with staff, students, families, and the media;
4. Establish procedures to account for students during a crisis;
5. Gather information about the school facility, such as maps and the location of utility shutoffs; and
6. Identify the equipment that needs to be gathered to assist staff in a crisis.

Response

A crisis is the time to follow the crisis plan and make use of the District's and school's preparations.

1. Determine if a crisis is occurring;
2. Identify the type of crisis that is occurring and determine the appropriate response;
3. Activate the incident management system;
4. Ascertain whether an evacuation, reverse evacuation, lockdown, or shelter-in-place needs to be implemented;
5. Maintain communication among all relevant staff at officially designated locations;
6. Establish what information needs to be communicated to staff, students, families, and the community;
7. Monitor how emergency first aid is being administered to the injured; and
8. Decide if more equipment and supplies are needed.

Recovery

Recovery is the effort to return to learning and restore the infrastructure as quickly as possible.

1.
2. Restore the physical plant as well as the school community;
3. Monitor how staff are assessing students for the emotional impact of the crisis;
4. Identify what follow up interventions are available to students, staff, and first responders;
5. Conduct debriefings with staff and first responders;
6. Assess curricular activities that address the crisis;
7. Allocate appropriate time for recovery;
8. Plan how anniversaries of events will be commemorated; and
9. Capture “lessons learned” and incorporate them into revisions and trainings.

Define Roles and Responsibilities

The emergency response plans shall define what should happen, when, and at whose direction during an emergency. School staff should be assigned to the following roles:

1. School commander;
2. Liaison to emergency responders;
3. Student caregivers;
4. Security officers;
5. Medical staff; and
6. Spokesperson.

The District will work with law enforcement officers and emergency responders to identify crises that require an outside agency to manage the scene, such as fires, bomb threats, and hostage situations.

Legal Reference:

Legal References	Description
IC § 33-512	District Trustees - Governance of Schools
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	Description
8520	Inspection of School Facilities

Adopted:
Revised:
Reviewed: