

Emergency School Evacuation

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the District, staff shall be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

When an emergency within a school necessitates total or partial closure of the schools within the District threatens the safety and well being of students, and/or interferes in the normal operation of the school, the following emergency procedure shall be followed:

1. The report of an emergency shall be directed to the Board of Trustees.
2. If the nature of the emergency calls for immediate action on the part of a Supervising Teacher, he/she shall take necessary action and report such action to the Board of Trustees.
3. The Board of Trustees shall contact the personnel at the school who must assist in the emergency action.
4. When appropriate, the Board of Trustees shall contact the police or sheriff's department.

The Supervising Teacher shall instruct staff, including teachers, secretaries, aides, and bus drivers, as to their respective responsibilities in an evacuation exercise.

The Supervising Teacher shall be responsible for organizing and conducting such emergency evacuation drills as are necessary and shall objectively evaluate the activity following each such drill. In the absence of the Supervising Teacher, staff must be able to conduct all aspects of the evacuation procedure.

Procedural History:

Promulgated on: 2008-09

Revised on: