

School Emergency Management Plan**Development and Revision of Emergency Management Plans**

To ensure the safety and health of children and staff and the integration and coordination with city, county, and state emergency and disaster plans, the Board of Trustees shall:

1. by October 1, 2008, develop and exercise a school emergency management plan; and
2. by October 1 of each succeeding school year, review and, if necessary, revise the school emergency plan.

The Board of Trustees shall:

1. ensure that a current copy of the school emergency management plan is available in the school for public review;
2. provide District staff with a copy of the current plan;
3. in coordination with county emergency service officials, conduct one test during each school year of an emergency response to a local hazard that is identified in the plan (This test may be as simple as an in-house tabletop exercise or as complex as a full-scale exercise.);
4. coordinate with city, county, and state emergency services agencies in developing prearranged agreements for the use of school resources, facilities, or vehicles during an emergency or disaster.
5. be available or designate a person to be available as a communication liaison for the District during a local or state emergency or disaster; and
6. conduct fire exit and local hazard drills as required by Montana law during the school year.

Plan Requirements

Each plan must include but is not limited to:

1. information about the location of the school within the District, including school population, number of staff, transportation needs, and the business and home telephone numbers of officials of the District;
2. the identification of local hazards that exist within the boundaries of the District;
3. drills designed specifically to provide emergency response to the identified local hazards, including drills to use an evacuation signal and a separate recall signal. (These evacuation systems and recalling signaling systems may be an electronic bell system, hand bell, or whistle as is appropriate to the school);
4. a description of the arrangements for obtaining assistance during an emergency or disaster from emergency services organizations;
5. a description of procedures to coordinate the use of District resources and staff during an emergency or disaster, including the identification of officials who are authorized to make decisions and the staff members who are assigned to provide assistance during an emergency or disaster;
6. a description of the procedures for notifying the local fire department or 9-1-1 service, as appropriate, whenever an emergency exists; and
7. a description of procedures for obtaining advice or assistance from local government officials responsible for conducting inspections of facility exits or implementation of emergency and disaster services provide in Title 10.

Cross Reference: 8301 School Safety

Legal Reference:	§ 20-1-401-407, MCA	Fire Drills and Safety Patrols
	§ 10-3-103, MCA	Definitions
	§ 20-6-501, MCA	Definitions of Various Schools

Policy History

Adopted on: 2008-09

Revised on: