

## EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying out plan.

The superintendent will develop and maintain a process to ensure that all buildings maintain a Crisis Plan document containing emergency plans that meet the requirements for preparedness in case of fire, civil emergencies, natural disasters and other emergency situations. The Assistant Superintendent for Administrative Services will annually ensure that all building personnel have the appropriate plan in place. The Buildings and Grounds Manager will ensure accurate record keeping showing dates and times of drills conducted are in place as well as report compliance regularly to the Facilities Committee.

The Crisis Plan for each school will be the official guide for the district in case of fire, civil emergencies, natural disasters and other emergency crisis situations. All personnel will follow policies and procedures set forth in the plan.

Building principals will meet all requirements for conducting fire and other emergency situation drills to give students and staff practice in moving orderly to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation, and will file with the Building and Grounds Manager a record showing the dates and times of drills conducted.

Adopted	01/12/82
Reviewed	05/24/88
Revised	01/11/94
Reviewed	11/10/98
Revised	12/14/15

Legal reference:

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