

## **EMERGENCY RESPONSE PLAN**

1.0 In order to provide for the safety and well-being of students and staff of the District, the Operations/Security Services Department shall establish emergency procedures for the orderly and safe handling of emergencies. The emergency procedures shall incorporate the following principles:

1.1 Student safety shall be the overriding concern in decisions regarding emergencies and shall be the responsibility of all staff members; and,

1.2 Standard emergency procedures as described through the Emergency Procedures Manual shall serve as the primary guidelines for the District except where a contrary course of action is indicated by special local conditions.

2.0 The District shall follow the National Incident Management System (“NIMS”) established for public schools by the federal department of homeland security and shall utilize the incident command system as taught by the emergency management institute of the Federal Emergency Management Agency (FEMA). In order to implement these standards, district staff shall complete and provide the following training:

2.1 On or before June 30, 2010, all principals, assistant principals, deans, and key emergency school personnel designated by a building’s principal shall complete FEMA courses ICS100SCA and ICS 362. Individuals hired into these positions following the 2009-10 school year shall complete these courses within 120 days of employee’s start date. Proof of completion shall be submitted to the Executive Director of Business Operations.

2.2 All school personnel shall receive annual training regarding appropriate responses to school safety incidents. The training will be provided by the Operations/Security Services Department or by the building’s school resource officer within the first 60 days following the commencement of each school year.

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2.3 All students will receive annual training regarding appropriate responses to school safety incidents. The training will be provided by the Operations/Security Services Department or by the building's school resource officer within the first 60 days following the commencement of each school year.

2.4 All schools shall complete an annual lockdown drill involving the Operations/Security Services Department and local law enforcement staff within the first 60 days following the commencement of each school year. Students with special needs will participate in lockdown and other school drills. Special accommodations (e.g., advance notice, use of headphones) and specialized instruction (e.g., pre-teaching, use of social stories) should be provided per individual student needs and documented in the accommodation and modification section of the student's IEP.

2.5 All schools shall complete an annual unannounced lockdown drill involving the Operations/Security Services Department and local law enforcement staff between January 1 and April 30 of each school year. Students with special needs will participate in lockdown and other school drills. Special accommodations (e.g., advance notice, use of headphones) and specialized instruction (e.g., pre-teaching, use of social stories) should be provided per individual student needs and documented in the accommodation and modification section of the student's IEP.

3.0 Plans shall be formed by building administration which supplement the District guidelines as noted in the Emergency Procedures Manual and shall be on file in each building and with the Executive Director of Business Operations.

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4.0 Written reports shall be made directly to the Executive Director of Business Operations to report or inform of any emergency or crisis encountered at the respective building levels.

Adams 12 Five Star Schools      Most Recent Adoption December 1, 2011