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**Section:**

**Title:**

**Date Adopted:**

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**No. 805  
Operations**

**Emergency Evacuation of Schools**

1        805 . EMERGENCY EVACUATION OF SCHOOLS

2        **1. Purpose**

3        The following guidelines shall apply to emergencies that affect the operation of the schools of the district.

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5        **2. Authority**

6        The district's system of emergency preparedness shall ensure that:

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8                the health and safety of students and staff are safeguarded

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10                minimum disruption to the educational program occurs.

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12        All threats to the safety of the schools shall be identified by appropriate personnel and responded to  
13        promptly in accordance with the plan for emergency preparedness as promulgated by the Superintendent  
14        consistent with these guidelines.

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16        Bomb threats and reports of fire shall normally require the evacuation of the threatened school or building.

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18        **3. Delegation of Responsibility**

19        The Superintendent shall develop procedures for the handling of school emergencies which include: a plan  
20        for the prompt and safe evacuation of the schools and safe dispersal of students from school property which  
21        shall be practiced monthly in fire drills conducted in accordance with law; the conduct of bus evacuation  
22        drills twice a year in accordance with law.

23                *§ 1517*

24                a plan for the sequestration of students in a safe place other than the school

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26                design of a communications system to alert the whole school community when necessary and to  
27                notify parents of the evacuation of students

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29                instruction in emergency preparedness and survival techniques as a part of the regular curriculum  
30                of the schools (P.G. 105)

31                *§ 1518, P.G. 105*

32                the immediate notification of appropriate administrative personnel whenever any employee  
33                becomes aware of an emergency or impending emergency

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35                cooperation with local agencies such as police department, fire department, and civil defense

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37                instruction of staff members in the techniques of handling emergencies

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39                the continual evaluation of the effectiveness of emergency planning in preparing the schools to  
40                cope with disaster.

41                School Code: §§ 1517, 1518

42                Other Cites: P.G. 105