

EMERGENCY PLANS REGULATION

The Superintendent is the District Emergency Coordinator. The Coordinator has general responsibility for coordination, overview and decision- making in implementing the district's Emergency Management Plan. Upon notification of an emergency, it is the Coordinator's duty to activate the Plan as he/she believes appropriate.

In carrying out his responsibilities pursuant to Board of Education policy and the regulations of the Commissioner of Education, an Emergency Planning Committee is hereby established. The Committee is responsible for developing and overseeing the Plan.

In addition to the Coordinator, who shall also serve as the chairperson of the Committee, the other members of the Committee shall be:

1. the President of the Board of Education;
2. the Principals of all district schools;
3. a representative of the faculty designated by the Superintendent;
4. the Supervisor of Transportation;
5. the Supervisor of Buildings and Grounds; and
6. the Supervisor of Health Services.

Other members of the staff, student body or the community shall be called upon to serve or provide advice as is deemed appropriate by the Superintendent. It is expected that all faculty and staff will cooperate to the maximum extent with the Committee and carry out all assigned responsibilities under the Emergency Management Plan.

The Committee will meet at times designated by the Coordinator to develop the Plan. Included in the Plan shall be:

1. definitions of "emergency" and procedures to be followed to activate the Plan;
2. designation of a control center in anticipation of, or in response to an emergency;
3. identification of sites of potential emergencies;
4. identification of appropriate responses to emergencies;
5. procedures for coordinating the use of District resources and personnel during emergencies;
6. identification of district resources which may be available for use during an emergency;
7. a system for informing all schools within the district of the emergency;
8. plans for taking the following actions, if appropriate: school cancellation; early dismissal; evacuation;

and sheltering;

9. pertinent information about each school (including information on school population, number of staff, transportation needs and the business and home telephone numbers of key employees of the district and others, as appropriate);

10. procedures for obtaining advice and assistance from local government officials; and

11. any other information deemed relevant by the Committee. The Committee will examine and consider other recommended information for inclusion in the plan, including the recommendations of the State Education Department.

The Coordinator is responsible for ensuring that, by October 1 of each year, all staff and students are provided with written information about emergency procedures. The Coordinator will also ensure that at least once every school year there be a test of the Plan for sheltering and early dismissal at a time not to occur more than fifteen minutes earlier than the normal dismissal time. The Coordinator will ensure that parents or persons in parental relation shall be notified at least one week prior to the drill.