

Emergency and Disaster Preparedness

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human caused, that could occur while school is in session. This necessitates the development of appropriate plans and procedures to deal with such emergencies at school facilities or involving school transport. It is important that students, employees, and parents be knowledgeable about the various emergency plans and procedures and be prepared should such an emergency occur. (See student handbook or school office.)

Development of ~~School Emergency Response Plan (SERP) the District Emergency Operations Plan. (EOP)~~

The District will develop and maintain ~~aan SERP-EOP~~ to act as a guide for District Trustees, administration, staff, students, parents, and community members to address potential crisis in the District.

The ~~SERP-EOP~~ will provide procedures for the District and for each site, and will be used prior to, during, or after any emergency situation.

The Superintendent or designee shall be responsible for directing the development of a comprehensive ~~SERPEOP~~. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The ~~SERP-EOP~~ will be reviewed annually by the School Emergency Response Plan (SERP) Committee, which shall include representatives of principals and site managers. Each principal and site manager shall receive a copy of the EOP to be included in their buildings specific SERP and shall provide in-service training on plan implementation. The ~~SERP-EOP~~ will be maintained by the District Safety and Security Coordinator ~~Human Resource Director~~ working in conjunction with the Human Resource Director. ~~Safety and Security Coordinator.~~

~~Each principal and site manager shall receive a copy of the SERP and shall provide in-service training on plan implementation.~~

The ~~SERP-EOP~~ serves as the foundation for the development, training, and implementation of individual site/program plans.

Legal Reference: IDAPA 08.02.03.160 Safe Environment and Discipline

Policy History:

Adopted on: 12/4/17

Revised on:

## NEW PROCEDURE

### Coeur d'Alene School District No. 271

#### NON-INSTRUCTIONAL OPERATIONS

8300P

#### Emergency and Disaster Preparedness Procedures

Coeur d'Alene School District has developed procedures for dealing with existing and potential District crises. The purpose of the Coeur d'Alene School District Emergency Operation Plan, (EOP) is to guide prevention-mitigation efforts, preparedness efforts, response management, and community and recovery activities.

#### Emergency Evacuation/Fire/Lockdown/Safety Hold -Drills

- Each school building's principal or designee will implement, schedule, and carry out evacuation/fire/lockdown/safety hold drills in compliance with the School Emergency Response Plan (SERP).
- Evacuation/fire/lockdown drills are to be conducted at least once each month when school is in session and are to include the complete evacuation of all persons (all students, personnel and visitors) from the building(s), or portions of the building(s) used for educational purposes.
- Lockdown/safety hold drills will be conducted at least once a quarter. Any of these drills may be done in conjunction with a fire drill or as standalone drills. Identified special needs of students and personnel will be considered, analyzed, and incorporated into the school's emergency plan.
- The drills must include suitable procedures to ensure that all people subject to the drill are able to participate.
- The drills may be postponed during episodes of severe weather.
- Fire drills are to be conducted in a manner that requires the procedures set forth in the SERP are followed. During the fire drill the orderly evacuation of the building(s) is to be emphasized over the speed of the evacuation. Fire drills are to include a review of the emergency plan and the manner in which personnel completed their assigned duties.
- Fire drills are to be conducted at varying times and simulate the varying conditions that might be encountered in a real fire emergency.

#### Records

- The results of the evacuation drills will be recorded and evaluated for continued improvement. The superintendent or designee will periodically provide the Board of Trustees with an evacuation/fire/lockdown drill report.
- Records including the time and date of each drill, the person conducting the drill, the time required to evacuate the building(s), and any other information thought to be pertinent to the drill are to be maintained on school premises. Fire drill records are to be made available to the fire department for review.

Legal Reference: IDAPA 08.02.03.160 Safe Environment and Discipline  
IDAPA 17.10.01 Rules Governing Safety Inspections

Procedure History:

Promulgated on:

Revised on: