

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/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 07.04.01      Rules Governing Safety Inspections

Procedure History:

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Revised on: