

I. PURPOSE

The purpose of this policy is to assure development of plans to provide direction to school employees and students when faced with emergency situations.

II. GENERAL STATEMENT OF POLICY

The superintendent shall be responsible for directing the development of a comprehensive Emergency Plan which will serve as a guide for employees, students and parents. When approved by the school board, the Emergency Plan shall be attached as an addendum to this policy.

III. PROVISIONS OF THE EMERGENCY PLAN

- A. The Emergency Plan shall conform to state and federal laws, Minnesota Department of Education rules, and guidelines set forth by the Minnesota Department of Public Safety, Division of Emergency Services.

The provisions of the Emergency Plan shall be compatible with those of the local municipalities in which the school district is located. Appropriate officials from the local municipalities shall be requested to review and comment on the Emergency Plan during the development process.

- B. The Emergency Plan shall address, but not be limited to the following emergency situations:
1. Fire
 2. Bomb threat
 3. Threats with weapons
 4. Demonstrations
 5. Natural disaster
 6. Utility emergency
 7. Hazardous material accident
 8. National emergency

- C. Employees shall receive a copy of the Emergency Plan for the building in which they work and shall receive inservice training annually on plan implementation.
- D. Students shall receive specific instruction on plan implementation, and shall participate in a required number of drill and practice sessions throughout the school year.
- E. Parents shall be made aware of the Emergency Plan.

IV. WARNING SYSTEMS

- A. The school district shall maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system shall be maintained on a regular basis under the maintenance plan for all school district buildings.
- B. It shall be the responsibility of the building principal to inform students and employees of the system and the means by which the system is used to identify the specific type of emergency involved.

Legal References: 42 U.S.C. § 5121 *et. seq.* (Disaster relief and emergency assistance)
Minn. Stat. Ch. 12 (Emergency Services)
Minn. Stat. § 299F.011 (Uniform Fire Code; Adoption)
Minn. Stat. § 299F.391 (Health Care, Education, or Lodging Facility)
Minn. Rules Parts 3530.4400 to 3530.4700 (Civil defense: school districts)
Minn. Rules Part 7510 (Fire Safety)

Cross References: Policy 806 (Crisis Management Policy)

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Independent School District #110
Waconia, MN