



Book	Policy Manual
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#### 8420 - **EMERGENCY PREPAREDNESS PLANS AND DRILLS**

The Board of ~~Trustees~~ ~~Managers~~ recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and such emergencies are best met by preparedness and planning.

The Director shall ensure that a written emergency preparedness plan is developed for the Cooperative and each school in the Cooperative in consultation with local public safety agencies. The plan shall contain the following:

- A. appropriate warning systems
- B. procedures for notifying other agencies and organizations
- C. posting of evacuation routes
- D. emergency preparedness instruction for staff and students
- E. public information procedures
- F. steps that will be taken prior to a decision to evacuate buildings or dismiss classes, and
- G. provisions to protect the safety and well-being of staff, students and the public in case of:
  - 1. fire;
  - 2. natural disaster, such as tornado, flood or earthquake;
  - 3. adverse weather conditions, such as winter storms or extreme heat;
  - 4. nuclear contamination, such as power plant or transport vehicle spills;
  - 5. exposure to chemicals, such as pesticides, industrial spills and contaminants, laboratory chemicals and cleaning agents; and
  - 6. man-made occurrences, such as student disturbance, weapon, weapon of mass destruction, contamination of water or air supply, hostage, and kidnapping incidents

Within sixty (60) days after the beginning of each school year, the Director shall certify to the Indiana Department of Education that the emergency preparedness plans for the Cooperative and each school have been reviewed and revised, if necessary. Within sixty (60) days of opening a new or significantly remodeled school, the Director shall certify to the Indiana Department of Education that a new plan has been developed or that the existing plan has been reviewed and revised, if necessary.

In order to prepare students and staff for emergency situations, the Board requires the principal of each school in the Cooperative to conduct emergency preparedness drills during the school year in compliance with the rules adopted by the State Board of Education, the State Fire Marshal and the Fire Prevention and Building Safety Commission, as applicable. Each school and attendance center will conduct at least one (1) tornado and one (1) man-made occurrence disaster drill per semester. At least one (1) man-made occurrence disaster drill must be an active shooter drill and must be conducted within ninety (90) calendar days after the beginning of the school year. These drills may be conducted instead of the monthly fire evacuation drill required by the State Fire Marshal; provided, however, that tornado and man-made occurrence drills conducted in place of a monthly fire drill may not be conducted in two (2) consecutive months and may not be conducted more than twice in a semester.

~~[ ] The Board requires the principal of each school to conduct the following additional emergency preparedness drills:~~

The Assistant Director ~~Each principal~~ shall file a certified statement that all required drills have been conducted.

**[x]** The Director shall ensure that the each Assistant Director ~~principal~~ complies with the requirement to file a certified statement that all required drills have been conducted.

All threats to the safety of Cooperative facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Director shall develop procedures for the handling of emergencies which include a plan for the prompt and safe evacuation of the schools.

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