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6 School Emergency Management Plan

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8 Development and Revision of Emergency Management Plan

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10 To ensure the safety and health of children and staff and the integration and coordination with
11 city, county, and state emergency and disaster plans, the administrator of each school in the
12 District shall:

- 13 a) develop and exercise a school emergency management plan; and
14 b) by October 1 of each succeeding year, review and, if necessary, revise the school
15 emergency management plan.

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17 The Superintendent shall;

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19 a) ensure that a current copy of the school emergency management plan is available in
20 each District for public review;
21 b) provide District staff with a current copy of the plan;
22 c) in coordination with county emergency services officials, conduct one (1) test during
23 each school year of an emergency response to a local hazard that is identified in the
24 plan.
25 This test may be as simple as an in-house tabletop exercise or as complex as a full-scale
26 exercise;
27 d) coordinate with city, county, and state emergency services agencies in developing
28 prearranged agreements for the use of school resources, facilities, or vehicles during an
29 emergency or disaster;
30 e) be available or designate a person to be available as a communication liaison for all
31 schools within the District during a local or state emergency or disaster; and
32 f) conduct fire exit and local hazard drills during the school year, as required by Montana
33 law.

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35 Plan Requirements

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37 Each plan must include, but is not limited to:

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39 a) information about each school located within the District, including school population,
40 number of staff, transportation needs, and the business and home telephone numbers of
41 officials of the District;
42 b) the identification of local hazards that exists within the boundaries of the District;
43 c) drills designed specifically to provide emergency response to the identified local
44 hazards, including drills to sound on the disaster evacuation system and a separate
45 recall signaling system. These evacuation systems and recalling systems may be an
46 electronic bell system, hand bell, or whistle, as is appropriate to the school.
47 d) a description of the arrangements for obtaining assistance from emergency services

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4 organizations during an emergency or disaster;
5 e) the identification of District resources that may be available for use during an
6 emergency or disaster;
7 f) a description of procedures to coordinate the use of District resources and staff during
8 an emergency or disaster, including the identification of officials who are authorized to
9 make decisions and the staff members who are assigned to provide assistance during
10 an emergency or disaster;
11 g) a system for informing each school within the District of an emergency or disaster;
12 h) a description of procedures necessary to implement school *cancellation, early*
13 *dismissal, evacuation, or sheltering*;
14 i) a description of the procedures for notifying local fire departments or 9-1-1 service, as
15 appropriate, whenever an emergency exists; and
16 j) a description of procedures for obtaining advice or assistance from local governmental
17 officials, including those city or county officials responsible for conducting inspections
18 of facility exits or implementation of emergency and disaster services provided in Title
19 10.
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22 Cross Reference:	Policy 8301	District Safety
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24 Legal Reference:	20-1-401-408, MCA	Disaster Drills and Safety Patrols
25	10-3-103, MCA	Definitions
26	20-6-501, MCA	Definition of various schools
27 <u>Policy History:</u>		
28 Adopted on:	April, 2005	
29 Reviewed on:	03/11/14	
30 Revised on:		
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