

EMERGENCIES AND DISASTER PREPAREDNESS

The Superintendent of Schools shall direct development of plans in consultation for evacuation of buildings in case of fire, and for the safeguarding of human life and property in case of civil or other emergencies.

The Superintendent of Schools shall notify the board president or vice president, board secretary and the proper local authorities of any civil or other emergency if the emergency so warrants.

The Superintendent of Schools shall oversee development of a district-wide program for emergencies. The program shall provide for:

- Cooperation with local government agencies in developing and carrying out a community disaster plan;
- As much protection as possible for children at school and on their way to and from school;
- Training in individual self-protection and survival techniques for pupils and staff;
- Necessary training and instruction for pupil and staff so that the school emergency plan may be carried out with the greatest possible speed and safety.

Fire Drills

Fire drills shall be held at least twice each month for all pupils. The Superintendent of Schools may order a modification of the fire drills so that they may take the form of indoor drills or of rapid dismissals with outdoor clothing when low temperatures prevail.

A written statement of procedures and instructions for fire drills shall be formulated by the Superintendent of Schools and disseminated to all staff.

Instruction in fire prevention shall be given and emphasized in appropriate courses in the curriculum of the school.

Emergency Closings; Delayed Openings

The Superintendent of Schools is authorized by the board to close the schools, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees.

Each year, parents/guardians, pupils, and staff members shall be informed in advance of how they shall be notified in event of emergency closings. Parents/guardians shall be required to make alternative arrangements for their children in case no one is home to receive a child after an unscheduled early closing.

Bomb Scares

Staff shall follow the procedures established by the Superintendent of Schools to deal with such emergencies.

Other Emergencies

Lockdowns and emergency off-site evacuation drills shall be conducted annually. In the event of lockdown and emergency off-site evacuation, staff shall follow the procedures outlined in the school safety plan.

**Date reviewed: Reviewed: January 16, 2008**

**Adopted: March 19, 2008**

**Legal References:** Use legal reference sheet.

**Key Words:** Emergencies and Disaster Preparedness, Civil Defense, Disasters, Fire Drills, Bomb Threats

**Legal References**

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**Other Reasons:**

Common sense indicates the advisability of having a policy statement directing the Superintendent of Schools to develop procedures for fire and other emergency closings and inclement weather procedures. It is critical to know who has authority to act in such instances.

**Recommendation:**

A policy directing the Superintendent of Schools to develop procedures for emergencies and disaster preparedness; should address early closings; should address any particular concerns of the district.

<b><u>Legal References:</u></b>	N.J.S.A. 18A:6-2	Instruction in accident and fire prevention
	N.J.S.A. 18A:11-1	General mandatory powers and duties
	N.J.S.A. 18A:40-12	Closing schools during epidemic
	N.J.S.A. 18A:41	Fire drills and fire protection
	N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
	N.J.A.C. 6:21-2.5	School closings due to weather or other conditions
	N.J.A.C. 6:22-1.1 et seq.	School facility planning service
	N.J.A.C. 8:57-1.7	Reporting of diseases occurring in schools

Directive No. 71 (Revised December 1, 1969), State of New Jersey, Department of Law and Public Safety, Division of Emergency Management

<b><u>Possible Cross References:</u></b>	*1410	Local units
	*2210	Administrative leeway in absence of board policy
	*3541.33	Transportation safety
	5141.6	Crisis intervention
	*6111	School calendar
	*6112	School day

\*Indicates policy is included in the Critical Policy Reference Manual.