

Category:	Procedure:	
Business Management	Emergency Preparedness Plan	
Descriptor Code:	Issued Date:	Revised Date:
AP-E-122	August 2001	

1
2 Each principal shall develop an **Emergency Preparedness Plan** for their school based on the location of
3 the school and the surrounding community. In developing the plan the principal should take into
4 consideration the surrounding area and try to make a determination as to what might be the most likely
5 emergency to take place at his/her school or community then develop the **Emergency Preparedness Plan**
6 accordingly. The plan should be flexible enough that it will be effective in any emergency situation.

7
8 The **Emergency Preparedness Plan** should include the following:

- 9
10 (1) Assignments for all **Safety Response Team (SRT)** members.
11
12 (2) Building evacuation routes and alternate routes for each classroom or area.
13
14 (3) Campus evacuation routes, alternate routes, bus loading area, and reunification site.
15
16 (4) Plan for evacuating **students and staff** with special needs.
17
18 (5) Plan for what to do in case of a hazardous materials spill.
19
20 (6) Plan for SRT members to check the building for any remaining students or staff in the event
21 that a full evacuation of the building is required.
22
23 (7) Plan to keep students or parents from reentering the building before the building has been
24 declared safe by the Incident Commander.
25
26 (8) Lock Down procedures.

27
28 The principal is responsible for in-servicing the faculty and staff on what to do in an emergency. The faculty
29 is responsible for instructing the students on what to do in an emergency. It is the responsibility of the
30 principal to see that various emergency drills are practiced throughout the school year.

31
32 **State Law requires that no less than three (3) emergency drills be practiced during the**
33 **school year and that these drills be practiced at different times during the day.**

34
35 In case of an emergency, members of the **SRT** should be assigned to call School Security, Central Office
36 and other agencies as needed depending upon the emergency. One **SRT** member should be assigned to call
37 **911.**
38
39
40
41