



Book	Policy Manual
Section	Policies for the Board
Title	Copy of EMERGENCY PREPAREDNESS PLANS AND DRILLS
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#### 8420 - **EMERGENCY PREPAREDNESS PLANS AND DRILLS**

The School Board 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 Superintendent shall ensure that a written emergency preparedness plan is developed for the School Corporation and each school in the Corporation 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 Superintendent shall certify to the Indiana Department of Education (IDOE) that the emergency preparedness plans for the Corporation and each school have been reviewed and revised, if necessary. Within sixty (60) days of opening a new or significantly remodeled school, the Superintendent shall certify to the Indiana Department of Education (IDOE) 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 Corporation 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~~ armed intruder drill and must be conducted within ninety (90) calendar days after the beginning of the school year.

Students shall not participate in any training or armed intruder drills that include as any part of the training or drill the expelling of any type of projectile at a student.

Armed intruder drills that include sensory components or activities shall not require student participation and shall not take place during regular school hours when a majority of the students are present. "Sensory components or activities" refer to aspects of an armed intruder drill intended to simulate a real armed intruder scenario that include: simulations of gunfire; simulations of gunshot wounds or other injuries; the use of a prop firearm; the use of a pellet gun; or participation in the drill by law enforcement personnel with drawn firearms.

Before conducting any training or drill that includes any sensory components or activities or the expelling of any type of projectile at a Corporation employee, the Corporation shall: (1) inform the employees who will participate of the use of sensory components or activities or the use of projectiles in the training or drill; and (2) obtain the written consent of each participating employee to participate in any training or a drill involving the use of sensory components or activities or the use of projectiles. Corporation employees who do not provide such written consent are not required to participate in that training or drill.

The Board directs the Superintendent to develop administrative guidelines that establish an armed intruder drill protocol which:

- A. provides accommodations for students who have mobility restrictions, sensory needs, or auditory or visual limitations;
- B. emphasizes the practical nature of the drill;
- C. provides access to mental health services on school grounds following the conclusion of a drill;
- D. provides advance notice of a drill to parents or legal guardians of students who attend the school; and
- E. provides alternative exercises for students who are unable to participate in a drill.

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: Lockdown, Lockout, Hold, Evacuate, Shelter.

Each principal shall file a certified statement that all required drills have been conducted.

The Superintendent shall ensure that each principal complies with the requirement to file a certified statement that all required drills have been conducted.

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

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

I.C. 10-21-1-10

I.C. 20-26-5-42.5

I.C. 20-34-3-20

I.C. 20-34-3-27

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