

Board Policy

The safety of students is a prime concern of Shelley Joint School District No. 60. There are times when emergency conditions exist and, for the safety of students, school will not be held. To expedite efficiency and safety the following guidelines are provided.

Definitions:

1. All Clear Signal – Signal unique to each school’s emergency procedures.
2. Dismissal Bus Driver – The bus driver that normally drives the afternoon bus route.
3. Dismissal Bus Route – The route on which children normally ride home from school.
4. Emergency Accommodations – Prearranged accommodations made by parents for their students in the event that school is dismissed early.

Suggested Implementation Guidelines

The following guidelines apply to this policy

1. Home Communication: A summary sheet will be sent home to parents/guardians at the beginning of each school year.
2. Reporting of Emergency: The reporting of an emergency and requesting of law enforcement, fire, or emergency medical support by dialing 911 will be the responsibility of the Principal or a designated representative. The Principal or designee must be prepared to provide the nature of the emergency, number of injured and address of the school.
 - a) The Principal and the Custodian will meet the emergency responders near the front entrance of the school to provide additional information and access to the facility.
 - b) The Maintenance department will be notified by the Principal or designee and will respond to offer additional assistance.
3. Utilities: It is the responsibility of the maintenance supervisor to ensure that all school custodians and maintenance personnel are aware of the locations of electrical and gas shut off valves.

Emergency Plan

4. Telephone: Each school is equipped with a telephone that is not AC power reliant for use in case there is a power outage.
5. Parent Responsibility: The basic responsibility for the welfare and safety of each child remains with the family. Parents/guardians should assess their own circumstances and determine whether or not it is safe for their children to proceed to school.
6. School Cancellation While Students are at Home: Should emergency conditions occur that are deemed hazardous to the safety of students traveling to school, school will be cancelled or an alternative schedule announced, according to the district "School Closure" policy, number 504.71, before the buses commence picking students up in the morning.
 - a) Extra-curricular Activities will be handled according to the district "Extra-Curricular Activities on Snow or Inclement Weather Closure Days" policy, number 504.74.
7. School Cancellation While Students are at School: In the event that an emergency condition should occur during the day, the Superintendent, after consultation with the Principal and support personnel, will determine whether or not students and staff members should be dismissed from the school campus.
 - a) Students will remain at school in the custody of school officials unless it is determined that dismissal from school is in their best interest. If it is determined that the school day should conclude early, the district "School Closure" policy, number 504.70 will be followed.
 - b) Students may be released to return home or they may be directed to an alternate shelter within the district. If students are released to return home, they will return home in the regular way (bus routes, walking, riding bicycles, or with their parents).
 - 1) Alternate Shelters: When directed to proceed to an alternate shelter, teachers will escort students. Area assignments within the shelter will be as directed by the Principal of the host shelter. Alternate shelters are as follows:

<u>Resident School</u>	<u>Alternate Shelter</u>
Sunrise	Shelley 3 rd /5 th Ward Building
Riverview	High School
Stuart	High School
Middle School	Shelley Stake Center
High School	Stuart

Emergency Plan

- 2) In order to keep telephone lines open for transfer of emergency information, parents/guardians are asked not to call the broadcast stations, the school or the district office.
8. Keeping Students at School Beyond Normal Departure Time: Should emergency conditions be such that retaining students at school beyond their normal departure time is warranted, the Superintendent or designee will:
- a) Notify radio and TV stations according to the district "School Closure" policy number 504.70.
 - b) Continue appropriate supervision until the emergency condition is abated.
 - c) Release students to return home in their regular way on their regular dismissal bus routes when it is deemed safe.
 - d) Release students to parents/guardians only, unless an alternative person has been designated. If an unknown person appears requesting release of a student other than theirs, contact must be made with parent/guardian to receive approval.

Revised: March 21, 2001
November 19, 2009
May 19, 2011

EMERGENCY PLAN POLICY
SUMMARY SHEET

1. It is the parent's/guardian's responsibility to assess their own circumstances and determine whether it is safe for their children to proceed to school.
2. If school is released early due to an emergency situation, students will either be accompanied to an alternate shelter by their teachers or dismissed to come home either on their regular dismissal bus route or by their normal way (walking, riding bicycles, riding with parents, etc).
3. It is the parent's/guardian's responsibility to ensure student access to the home or to make other arrangements to assure the child's safety in the event students must be sent home early.
4. A notice of prearranged emergency accommodations should be sent to elementary students' teachers and dismissal bus route drivers if your child rides the bus home.
5. If your child normally rides the bus home from school, prearranged emergency accommodations must be located on your child's regular dismissal bus route.
6. If your child does not normally ride a bus home from school, he/she will be dismissed to return home or to go to the prearranged emergency accommodations the same as if school were being dismissed at the regular time.
7. Elementary teachers will remind students of emergency accommodations before they are dismissed to go home.
8. Announcements of emergency conditions and the decision to dismiss school early will be called in to radio and television stations, and sent out by available electronic media by the district administration according to the district School Closure Policy number 504.71.
9. **DO NOT CALL BROADCAST STATIONS, THE SCHOOL OR THE DISTRICT OFFICE** in the event of an emergency. These lines must be kept open for the transfer of emergency information.
10. Discuss with your children the emergency precautions they should take in the event one of the following emergencies should occur: Fires, Earthquakes, Tornados, Hostage Situations, and Bomb Threat Situations.
11. The school will review safety procedures for the above situations according to the following schedule: Fire drills will be held once each month and earthquake and tornado drills will be held once each year. Students will not be required to drill hostage or bomb threat situations but will review these through discussion or briefing sessions.
12. Review the following evacuation procedures with your child. When the Signal (fire alarm, public address system, air horns, or runners moving quietly through the building) to evacuate occurs, each child should:
 - a. Listen quietly to instructions
 - b. Leave belongings in the school
 - c. Take their coat if possible
 - d. Walk in single file to the designated safe area for their school