

E-4 EMERGENCY PLANS

The Board of School Trustees recognizes that it is a custodian of the next generation, our nation's most valuable resource. Consequently, this imposes the responsibility to provide facilities, equipment, and training to minimize the effects of disaster. It is the responsibility of the district to develop a school disaster plan that will provide as much protection as possible for children while at school and on their way to and from school, on school-owned vehicles, and to provide adequate instruction so that the school emergency plan may be carried out with the greatest possible speed and safety. The assistant superintendent is responsible for developing the emergency plans.

EMERGENCY PLAN REGULATIONS

Each principal will develop a written disaster plan for his or her school building. The plan will outline a procedure to follow in case of emergency, and include marked routes for internal or external evacuations. These plans shall be reviewed annually and updated as appropriate.

A copy of the written plan affecting each school shall be on file in the superintendent's office as well as at the school building and be available for public review.

EMERGENCY DRILLS

Special drill activities will be planned by the principal and faculty of each building to assure orderly movement and placement of students in the safest available area. (This area may either be in the building or outside the building depending on the type of emergency).

Fire drill activities shall be executed each month so that students and other personnel may know the proper procedures in case of emergencies:

Tornado drills shall be held two times per semester.

Lockdown drills shall be held at least once per semester.

Since many parents may not be a home, it shall be the policy to retain students and faculty at the school building in case of extreme emergency in which the lives of students may be jeopardized by sending them home. If students are retained at school, parents should be notified if at all possible.

In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment, the administration will determine the procedure to be followed.

SOURCE: Plainfield Community School Corporation
Plainfield, IN

ADOPTED: Prior to 08/01/72

REVISED: 06/12/79, 12/14/89, 05/09/96, 08/14/08