

ASPEN ACADEMY

Adopted:

Revised: May 17, 2011

804 WARNING SYSTEMS AND EMERGENCY PLANS

I. PURPOSE

The purpose of this policy is to assure development of plans to provide direction to school employees and students when faced with emergency situations.

II. GENERAL STATEMENT OF POLICY

The Director shall be responsible for directing the development of a comprehensive Emergency Plan which will serve as a guide for employees, students and parents. When approved by the school board, the Emergency Plan shall be attached as an addendum to this policy.

III. PROVISIONS OF THE EMERGENCY PLAN

- A. The Emergency Plan shall conform to state and federal laws, Minnesota Department of Education rules, and guidelines set forth by the Minnesota Department of Public Safety, Division of Emergency Services.

The provisions of the Emergency Plan shall be compatible with those of the local municipalities in which the school is located. Appropriate officials from the local municipalities may be requested to review and comment on the Emergency Plan during the development process.

- B. The plan shall address at least the following:
1. Procedures to be followed upon emergency
 2. Procedures for notification of law enforcement officials.
 3. Procedures for evacuation of the building.
 4. Procedures to make decisions on returning to the building by students and staff.
 5. Procedures for continued supervision of students during the building evacuation process, the waiting period during the building inspection and throughout the return of students to the building.

6. Procedures for creating and maintaining records related to the emergency.
 7. Procedures for providing notice to parents and the public, including the media.
- C. The Emergency Plan shall address, but not be limited to the following emergency situations:
1. Natural Disasters- such as fire, tornados, severe thunderstorms, flooding
 2. Disturbances- such as bomb threat, assault/fight, intruder, staff or student injury
 3. Facility Problems – such as utility failure, hazardous materials
- D. Employees shall receive a copy of the Emergency Plan for the building in which they work and shall receive in-service training annually on plan implementation. The Emergency Plan will be included in the Employee Handbook.
- E. Students shall receive specific instruction on plan implementation, and shall participate in a required number of drill and practice sessions throughout the school year.

IV. WARNING SYSTEMS

- A. The school shall maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings.
- B. It shall be the responsibility of the Director to inform students and employees of the system and the means by which the system is used to identify the specific type of emergency involved.