

MURRAY CITY SCHOOL DISTRICT

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Statement of.....

## Policy and Responsibility

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SUBJECT: EMERGENCY PREPAREDNESS POLICY

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### Definitions

1. Emergency: Natural or man-made disaster, accident, act of war, or other circumstance which could reasonably endanger the safety of students or disrupt the operation of the school.
2. Board: The local board of education of a school district.
3. Plan: Emergency Preparedness Plan

### Statement of Policy

1. The Murray City Board of Education shall have an Emergency Preparedness Plan developed and maintained in each of its schools.
2. If a school finds it necessary to prepare a new plan, the Principal shall appoint a committee to prepare the plan. The committee membership shall appoint a committee to prepare the plan. The committee membership shall include appropriate school community representatives, such as one or more representatives of school, teacher, parent, community and municipal government, and fire and law enforcement agencies. The plan shall be consistent with this policy. A copy of each plan shall be approved by the Superintendent's office.
3. The Principal shall appoint appropriate individuals at least once every three years to review and update the plan.
4. The plan shall specify policy and procedure to be taken in the event of an emergency occurring within the school. As appropriate, the board may enter into cooperative agreements with other governmental entities to assure proper coordination and support during emergencies.
5. At the beginning of each school year, parents and staff of a school shall receive a written summary of relevant sections of the plan which are applicable to that school.

Contents of the Plan:

1. The plan shall contain measures which will assure that students receive reasonably adequate educational services and supervision during school hours.
  - A. Evacuation procedures shall assure reasonable care and supervision of students until responsibility has been affirmatively assumed by another responsible party.
  - B. Release of a student at other than regularly scheduled hours is prohibited until the parent or another responsible person has been notified and has assumed responsibility for the student.
  - C. The district shall to the extent reasonably possible, provide educational services to students whose regular school program has been disrupted by an extended emergency.
2. The school plan shall contain measures which assure that students will receive emergency preparedness training.
  - A. Students shall be provided with training appropriate to their ages in rescue techniques, first aid, safety measures appropriate for specific emergencies and other emergency skills.
  - B. During each school year, elementary schools shall hold at least four fire drills and four drills for other emergencies; secondary schools shall hold at least one fire drill and one drill for other emergencies.
  - C. Resources and materials available for training shall be identified within the plan.
  - D. Each school shall conduct an Emergency Preparedness Week prior to October 31 each year.

#### Administration

1. The district shall cooperate with other governmental entities, as reasonably feasible, to provide emergency relief service. The district shall assess and provide district facilities, equipment, and personnel to meet public emergency needs as are available.
2. Communication channels and lines of authority within the district, city, and state will be respected. The State Board of Education, through its Superintendent, is the chief officer for emergencies involving more than one district or state or federal aid. The local board, through its Superintendent, is the chief officer for district emergencies. Direction and control of emergency operation shall be exercised by the executive heads of government and school district. The local government and school districts shall retain their autonomy and identity throughout all levels of emergency operations. Personnel and resources received for outside sources shall be incorporated into the structure of the local government and school district.
3. Governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels shall be included in preparation and implementation of the plan.

4. The district and school shall record funds expended for emergencies, for assessing and repairing damage, and for seeing reimbursement for emergency expenditures.