



Title: **School District Safety and Emergency Plans**

Code: EBC

Section: Section E: Support Services

1. It is the responsibility of every principal and administrator to be aware of laws, District policies and regulations pertaining to emergencies. Each principal shall ensure that a multi-hazard emergency plan in accordance with District guidelines is in place at their site.
2. That staff members and students have received appropriate training regarding multi-hazard emergency plans.
3. That the site has the emergency procedures required by the multi-hazard emergency plans.
4. Each site maintains a Crisis Emergency Response Team (CERT).

District security will maintain records pertaining to training, emergency drills, and after-action reports for all non-childcare drills. Drills for schools will be documented using the District After Action Report (AAR) form.

Drills for childcare will be documented using the Office of Early Childhood Emergency Drill Log for childcare centers. Childcare drill records will be stored locally and not be District security. AARs will only be filled out for school drills.

The District will follow Federal NIMS standards and the Colorado Safe Schools Act when developing emergency plans. All written plans shall adhere to the requirements for planning emergencies drills set forth by the Colorado Division of Fire Prevention and Control and the Colorado School Safety Resource Center.

All District facilities shall maintain the following public postings in each room:

- I Love You Guys; Standard Response Protocol (SRP) poster.
- A building evacuation plan including both primary and alternate routes for evacuation.

The site will prepare a building evacuation plan and a list of evacuation routes that will be posted in plain sight in each room in the building. This plan shall note both primary and alternate routes of escape. It is also the responsibility of the assigned security staff to update these plans, as part of the evacuation plan, to secure a District approved offsite evacuation location.

Coordination and operation of the program will be the site administrator or designee's responsibility. Site administrators or designees with the responsibility for implementing the site emergency plan must complete FEMA Course IS-100.C Introduction to Incident Command.

Anyone designated as an Incident Commander or a back-up Incident Commander is required to complete IS – 362 Multi Hazard Emergency Planning for Schools. The site administrator can only delegate the coordination and operation of the program to the backup incident commander.

Students and staff members shall be appropriately trained and have an active role in assuring the success of the site emergency. Each site will conduct the following drills:

- Fire Drills
- Lockdown Drills
- Shelter in Place Drills
- Evacuation Drills

Adopted/Approved: October 23, 2003

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July 1, 2020

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Legal Refs:

C.R.S. § 22-32-109.1(4) (School response framework – school safety, readiness, and incident management plan)

12 CCR 2509-8 (Childcare facility licensing/general rules for childcare facilities)

SB08-181 and SB11-173 [requiring all school districts to follow National Incident Management System (NIMS)]

Cross Refs:

ABB, Site-Based Management/Shared Decision-Making

ADD, Safe Schools

ADD-E, Contents of Safe Schools Report

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Last Revised: **July 01, 2024**
