

SAFETY PROGRAM/RISK MANAGEMENT
EMERGENCY PLANS

CKC
(LOCAL)

**Emergency
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

- Reasonable security measures when District property is used as a polling place;
- Response to an active shooter emergency;
- Response to a nearby train derailment, as applicable; and
- Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

**Notice Regarding
Violent Activity**

The Superintendent shall develop procedures to notify parents regarding violent activity that has occurred or is being investigated at a campus or other District facility or at a District-sponsored activity.

**Emergency
Procedures
Handbook**

As a part of the emergency operations plan, each school shall have effective emergency procedures that can be implemented on short notice and that will ensure safety for students and school personnel. The *Emergency Procedures Handbook* shall be available at every work location.

School Closings

In the event unusual circumstances require closings of schools and alternation of the annual school calendar, the Superintendent shall prepare recommendations to the Board for approval of a revised annual calendar as soon as practicable.

Students Retained

During actual emergency conditions, students and faculty shall be retained at the school buildings unless otherwise directed by the Superintendent. Buses will not be made available for transportation until authorized by the Superintendent, and Civil Defense vehicles, ambulances, firefighting units, police, and other authorized vehicles shall have priority in the vicinity of the school.

**Evacuation
Procedures**

The Superintendent shall design and implement a system to familiarize employees and students with evacuation procedures and shall ensure that evacuation diagrams are appropriately posted.

Drills

Principals shall conduct emergency drills designed to ensure the orderly movement of students and personnel to the safest areas available.