



## **GreenWood Charter School**

**Policy Number: 111**

**Policy Section: 100- Administration**

**Policy Title: School Emergency Policy**

### **Revision History**

<b>Effective Date</b>	<b>Action Date</b>	<b>Revised</b>
<b>April 20, 2016</b>	<b>New Policy</b>	<b>New Policy</b>
	<b>October 9, 2019</b>	<b>October 7, 2019</b>

### **Board Policy Sections:**

- School Board 000 series
- Administration 100 series
- Instruction 200 series
- Student Services 300 series
- Staff Policies 400 series
- Business and Operation Policies 500 series
- Community 600 series

## **PURPOSE**

The Board of GreenWood Charter School adopts the following School Emergency Policy in accordance with Utah State Law and to ensure a safe response in the event of an emergency at GreenWood Charter School.

## **SCOPE**

The Board directs the School Director to implement this policy in accordance with State law.

The Emergency Response Plan has as its primary objectives:

1. To save lives and avoid injuries
2. To safeguard school property and records
3. To promote a fast, effective reaction in coping with emergencies
4. To restore conditions back to normal with minimal confusion as promptly as possible.

For these objectives to be attained, We will follow our Emergency Response Plan which is based on The Standard Response Protocol K12. It is vital to the continued functioning of the school, and its staff and students that we be prepared to respond effectively in times of emergencies. Such preparations will also help us meet our obligations to our community. This plan is developed to be used in case of an emergency. All members of the faculty and other employees should:

1. Familiarize themselves with this plan.
2. Be prepared to activate it immediately.
3. Perform any duties to which they are assigned to make its activation effective.

Evacuation maps are to be posted in each room and shall be in a prominent spot. All those who use that room should familiarize themselves with the map as it applies to that room. When a teacher has a substitute teacher, make sure they are aware of this plan and the functions they will be required to perform.

Members of the faculty shall teach the Emergency Evacuation Plan to the students. The members of each classroom shall be instructed in the evacuation plan so they can respond immediately upon receiving the necessary warning.

## **EMERGENCY PREPAREDNESS**

GreenWood shall develop and maintain an up-to-date emergency preparedness plan in conjunction with local governmental entities to provide emergency relief services. There shall be a plan of action for, but not limited to, fire, power failure, earthquake, bomb threat, riot or civil disturbance, chemical spill, the following guidelines should be adhered to:

1. Administration and teachers will follow the school emergency plan carefully. The plan contains specific procedures designed for each individual school.

2. An updated plan will be given to each school staff member at the beginning of each school year. A school plan will be approved and filed in the office of the assistant School Director.
3. In the first month of school each teacher will teach their students the emergency preparedness plan adopted by the school during our emergency preparedness week. They should follow the lesson plan created for each grade including the . training appropriate to the child's age in rescue techniques, first aid, and safety measures appropriate to specific emergencies should be included.
4. An escape route will be posted in each classroom.
5. Special drill activities will be planned by the School Director and faculty to assure orderly movement and a placement of students in the safest available building area.
6. At registration for each school year, parents will receive a digital copy of the emergency plan.
7. School officials shall assure reasonable care and supervision of children until responsibility has been assumed by another responsible party through the reunification process described in our plan.
8. Release of a child below the 9th grade or 15 years of age at other than regularly scheduled hours is prohibited unless the parent or guardian or another person authorized by the parent has been notified and has assumed responsibility for the child. An older child may be released without such notification if a school official determines the child is reasonably responsible and notification is not practical.
9. If students are off campus in an emergency, parents will be contacted and instructed to go to an alternative location and will then follow the reunification plan.
10. The Emergency Preparedness Plan will include student assistance programs such as care teams, school intervention programs and interagency case management teams.
11. It will be the responsibility of the School Director to be able to answer affirmative to each question on the emergency preparedness checklist.