

## **Policy EBC-2: EMERGENCY DRILLS**

**Status:** ADOPTED

**Original Adopted Date:** 09/10/1990 | **Last Revised Date:** 07/10/2017

The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train the staff on emergency preparedness and violence prevention.

Operational guidelines and policies will be closed to the public when they are developed, adopted or maintained by the district in its capacity as an entity responsible for law enforcement, public safety, first response or public health for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individual or public safety or health. Public interest in nondisclosure outweighs the public interest in disclosure because disclosure would impair the district's ability to protect the safety or health of persons.

### **Emergency Drills**

Emergency preparedness drills will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees.

### **District Emergency Plans**

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as determine the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.

Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency.

During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

### **Earthquake Preparedness Disaster Plans and Drills**

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a districtwide school building disaster plan, in order to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions. The procedures will include the best practices and updated safety measures for earthquake situations.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in emergency and crisis management response. The crisis management plan shall be available for public inspection at the district office during normal business hours. Any information authorized to be maintained as closed and confidential pursuant to state and/or federal law shall not be included with the publicly available portions of the district's crisis management plan.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

## Community Emergency Plan

The Board directs the superintendent or designee to recommend an emergency preparedness plan, subject to Board adoption, to address the use of school resources, including school facilities, commodity foods, school transportation and equipment if a natural disaster or other community emergency occurs. The plan will authorize the superintendent or other designated school official to approve the use of school resources to provide relief to the community if an emergency occurs. The use of school resources under this section shall be subject to review by the Board within 30 days of authorization or as soon as reasonably possible.

\* \* \* \* \*

In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

---

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

### State References

§§ 160.451-.457, RSMo.

§170.315, RSMo

§320.010, RSMo.

5 C.S.R.30-261.010

### Description

State Statute -

<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Statute -

<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Statute -

<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Regulation -

<https://simbli.eboardsolutions.com/SU/lyc2NIZPsdzgEk6V6aJ45g==>

### Cross References

IC

ACADEMIC CALENDAR -

<https://simbli.eboardsolutions.com/SU/EkObSa8463oxTdkTUZNi5w==>

KB

PUBLIC INFORMATION PROGRAM -

<https://simbli.eboardsolutions.com/SU/RKWdoCQslshRBwkH1RxkazdhA==>

KB-AP(1)

PUBLIC INFORMATION PROGRAM - (K-12 Districts) -

<https://simbli.eboardsolutions.com/SU/6plusC38lp96Ey1Um9zutlQ7Q==>

KB-AP(2)

PUBLIC INFORMATION PROGRAM -

<https://simbli.eboardsolutions.com/SU/ltXklDsDIYKsgiRnyOQudg==>

**Administrative Procedure EBC-2-AP(1): EMERGENCY DRILLS - (Emergency Closings)**

**Status:** ADOPTED

**Original Adopted Date:** 09/10/1990 | **Last Revised Date:** 03/01/2007

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year in accordance with the requirements of counties, municipalities, or fire protection districts in which district buildings are located. In any case, a minimum of monthly fire, two (2) tornado, two (2) intruder/lockdown, and two (2) bus evacuation drills each shall be conducted regularly during the academic school year.

Each attendance center shall develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated and reviewed with employees. The emergency plan shall include:

1. Assignment of employees to specific tasks and responsibilities.
2. Instructions relating to the use of alarm systems and signals.
3. Specific provisions for warning and evacuation of individuals with specialized needs.
4. Information concerning methods of fire containment.
5. Systems for notification of appropriate persons and agencies.
6. Information concerning the location and use of fire fighting equipment.
7. Specification of evacuation routes and procedures.
8. Posting of plans and procedures at suitable locations throughout the facility.
9. Evacuation drills which include the actual evacuation of individuals to safe areas.
10. An evaluation for each evacuation drill.

Notification of school closings due to inclement weather will be announced on local radio, television stations and on the district's website.

Similar announcements will also be made if the opening of any or all schools will be delayed or if any schools will be dismissed due to weather conditions and/or other emergencies.

On days when school is not in session because of inclement weather or other emergency closings, there will be no student-related activities in the school buildings, unless approved by the superintendent or his/her designee.

### **Special Dismissals of Classes**

#### ***School Building Emergency***

If occasion should arise whereby there is interruption in utility services, or if faulty functioning of equipment providing services would necessitate a delayed opening or the closing of a building for a day, the custodian at the building should immediately contact the chief of maintenance, the director of buildings and grounds, and the building principal. The principal will then call the superintendent of schools, who, after consultation, will announce plans to accommodate the emergency.

Should it become necessary to dismiss classes at a building because of reasons cited above, the staff of the building will be scheduled for in-service experiences elsewhere in the district for that day.

\*\*\*\*\*

**Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.**

---

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

§§ 160.451-.457, RSMo.

§170.315, RSMo

§320.010, RSMo.

5 C.S.R.30-261.010

**Description**

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Regulation -  
<https://simbli.eboardsolutions.com/SU/lyc2NIZPsdzEk6V6aJ45g==>

**Cross References**

IC

ACADEMIC CALENDAR -  
<https://simbli.eboardsolutions.com/SU/Ek0bSa8463oxTdkTUZNi5w==>

KB

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/RKWdoCQslshRBwkH1RrkazdhA==>

KB-AP(1)

PUBLIC INFORMATION PROGRAM - (K-12 Districts) -  
<https://simbli.eboardsolutions.com/SU/6plusC38lp96Ey1Um9zutIQ7Q==>

KB-AP(2)

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/ltXkIDsDIYKsgiRnyOOudg==>

**Administrative Procedure EBC-2-AP(2): EMERGENCY DRILLS - (Abduction)**

**Status:** ADOPTED

**Original Adopted Date:** 10/07/2002

*Abduction* – Occurs when a person knowingly takes or retains physical custody of another person without authority. This may be accomplished by use of force, threat of force, deceit or enticement.

This does not have to be removal of the person from the school but can be the detainment of a person in a school by an unauthorized person.

**Procedure**

1. Call local police/fire (911 if available in your area). Identify yourself, the school, and the nature of the emergency. Give all information you have available (i.e., description of the child and the abductor, names if known, description of the vehicle when appropriate, as well as the place and time the student was last seen.) If possible, stay on the line until you are instructed to disconnect by the emergency operator.
2. Notify the parents or legal guardian of the situation and steps being taken.
3. Keep any witnesses, both adults and students, in the office and preferably separated to prevent sharing stories.
4. Secure the area of conflict, location of the vehicle involved (i.e., making it possible to maintain any evidence for law enforcement investigation.)
5. Assist the police. (Have pictures and files available student's and suspect's.)
6. Have a counselor assist with any emotional response on the part of the staff or students during and following the situation.

\* \* \* \* \*

**Note:** *The reader is encouraged to review policies and/or forms for related information in this administrative area.*

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

§§ 160.451-.457, RSMo.

§170.315, RSMo

§320.010, RSMo.

5 C.S.R.30-261.010

**Description**

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Regulation -  
<https://simbli.eboardsolutions.com/SU/lvc2NIZPsdzgEk6V6aJ45g==>

**Cross References**

IC

ACADEMIC CALENDAR -  
<https://simbli.eboardsolutions.com/SU/Ek0bSa8463oxTdkTUZNI5w==>

KB

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/RKWdoCQslshRBwkH1RkxazdhA==>

KB-AP(1)

PUBLIC INFORMATION PROGRAM - (K-12 Districts) -  
<https://simbli.eboardsolutions.com/SU/6plusC38lp96Ey1Um9zutlQ7Q==>

KB-AP(2)

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/ltXklDsDIYKsgiRnyOOudg==>

**Administrative Procedure EBC-2-AP(3): EMERGENCY DRILLS - (Civil Disturbance)**

Status: ADOPTED

Original Adopted Date: 10/07/2002 | Last Revised Date: 03/01/2007

*Civil Disturbance/Student Uprising* – This is a situation wherein any segment of the student body refuses to submit to school authority resulting in a disruption of class or school activity schedules. This can include, but is not limited to, organized gang activity, and can occur either inside or outside of the school building or on or near school property.

**Procedure**

1. The building principal or designee will contact emergency services and the building level crisis team, providing them with any necessary information, and will also inform the superintendent's office of the situation.
2. The building principal or designee will notify all teachers that there is an emergency situation. At that time, teachers should immediately clear the hallways by directing students to the classrooms. Teachers will keep all students inside their classrooms until further notice. All classroom doors should be locked. Teachers and students should move away from doors and windows and remain quiet and seated. Teachers are to share with students only that information which is specifically authorized by the administration in charge.
3. The building principal or designee will notify all students in gym, cafeteria or courtyard areas to report to the nearest classroom. All staff should make certain that any stray student is brought into a locked area.
4. All restrooms should be checked by administrative and custodial staff.
5. All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are provided.
6. Building personnel and students will assist law enforcement as directed.

**Create a Civil Disturbance Plan**

*Purpose* – To establish emergency procedures to be used in the event of a civil disturbance to protect the staff and the students.

All school personnel must be aware of the emergency procedures established for their building and be ready to react when necessary.

The following are general procedures recommended for a Civil Disturbance Plan:

1. The building principal will designate job responsibilities for staff members in an emergency.
2. District administrators will create a signal to indicate a civil disturbance.
3. Teachers and staff will keep all students inside classrooms until further notification.

\* \* \* \* \*

In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

**Note:** *The reader is encouraged to review policies and/or forms for related information in this administrative area.*

for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

§§ 160.451-.457, RSMo.

§170.315, RSMo

§320.010, RSMo.

5 C.S.R.30-261.010

**Description**

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Regulation -  
<https://simbli.eboardsolutions.com/SU/lvc2NIZPsdzgEk6V6aJ45g==>

**Cross References**

IC

ACADEMIC CALENDAR -  
<https://simbli.eboardsolutions.com/SU/Ek0bSa8463oxTdkTUZNi5w==>

KB

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/RKWdoCQslshRBwkH1RrkazdhA==>

KB-AP(1)

PUBLIC INFORMATION PROGRAM - (K-12 Districts) -  
<https://simbli.eboardsolutions.com/SU/6plusC38lp96Ey1Um9zutlIQ7Q==>

KB-AP(2)

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/ltXkIDsDIYKsgjRnyOOudg==>



**Administrative Procedure EBC-2-AP(4): EMERGENCY DRILLS - (Fire/Explosion)**

Status: ADOPTED

Original Adopted Date: 03/01/2007

*Fire/Explosion* – Any fire or explosion resulting in damage or potential for damage to school property or presenting a danger to life. Such incidents would also include possession of a bomb or incendiary device by a student.

**Prevention**

The fundamental principle of fire prevention is a clean, uncluttered building. Therefore custodians and maintenance personnel should follow these rules:

- a. Avoid storage in unventilated places.
- b. Avoid use of attics, basements, and space under stairs as "catch-alls."
- c. Do not allow oily rags to accumulate in any place; rags saturated with linseed oil are extremely hazardous.
- d. Use safety matches.
- e. Keep machinery clean, as fires are caused by friction in greasy, dirty bearings.
- f. Request that lockers be inspected and cleaned out at frequent intervals.
- g. Do not hang electric cords on rails or other metal projections.
- h. Never over-fuse an electric circuit.
- i. Keep all fire extinguishers charged and know how to use them.
- j. Keep mops clean by laundering at proper intervals.

**Procedure**

In the event a fire or an explosion occurs at the school facility, the following procedures are to be followed:

The principal will determine if the fire/explosion endangers the school population.

If yes, the following will be implemented:

1. Initiate Evacuation Plan.
2. Alert staff.
3. The school's fire alarm system is to be activated and fire suppression personnel summoned.
4. At that time, teachers should begin the orderly evacuation of the classes in the manner determined by the school's evacuation plan.
5. Render first aid, if necessary.
6. Students shall remain at a safe distance until police and fire personnel have extinguished the fire and the building is safe for return.
7. The principal or designee will direct any other action as directed by the on-scene commander.

If *no*, the following will be implemented:

1. Alert staff.
2. The principal or designee will determine and direct any other action as required.

\* \* \* \* \*

In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

**Note:** *The reader is encouraged to review policies and/or forms for related information in this administrative area.*

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

§§ 160.451-.457, RSMo.

**Description**

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

§170.315, RSMo

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

§320.010, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

5 C.S.R.30-261.010

State Regulation -  
<https://simbli.eboardsolutions.com/SU/lvc2NIZPsdzgEk6V6aJ45g==>

**Cross References**

**Description**

IC

ACADEMIC CALENDAR -  
<https://simbli.eboardsolutions.com/SU/Ek0bSa8463oxTdkTUZNi5w==>

KB

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/RKWdoCQslshRBwkH1RxxkazdhA==>

KB-AP(1)

PUBLIC INFORMATION PROGRAM - (K-12 Districts) -  
<https://simbli.eboardsolutions.com/SU/6plusC38lp96Ey1Um9zutlQ7Q==>

KB-AP(2)

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/ltXkIDsDIYKsgIRnyQQudg==>

**Administrative Procedure EBC-2-AP(5): EMERGENCY DRILLS - (Hostage/Barricaded Situation)**

Status: ADOPTED

Original Adopted Date: 03/01/2007

*Hostage/Barricaded Situation* – Hostage-taking is a violent criminal offense involving the holding of individual(s) hostage, or exercising or attempting to exercise control over the individual(s) by use of force or threat of force or by other violent behavioral/verbal actions, which if carried out, would result in a departure from the organization's normal course of action by using the threat of violence to secure the fulfillment of certain demands.

Hostage/Barricaded subject situations are probably the least predictable and the most dangerous of the emergency situations that may confront the school administrator.

**Procedure**

Upon determining that a hostage/barricaded person situation exists, the following procedures are to be followed:

1. The building principal or designee will contact emergency services and the building level crisis team, provide them with any necessary information and inform the superintendent's office of the situation.
2. All teachers will be notified that an emergency situation exists. At that time, teachers should immediately clear the hallways by directing students to the classrooms. All students should be kept inside their classrooms until further notice. All classroom doors should be locked. Teachers and students should move away from doors and windows and remain quiet and seated.
3. All students in gym, cafeteria or courtyard areas will be notified to report to the nearest classroom. All staff should make certain that any stray student is brought into a locked area.
4. If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to a designated safe area.
5. If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger and to alert responding law enforcement.
6. All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are provided.
7. All individuals should assist law enforcement as directed.

\* \* \* \* \*

In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

**Note:** *The reader is encouraged to review policies and/or forms for related information in this administrative area.*

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

§§ 160.451-.457, RSMo.

**Description**

State Statute -  
<https://simbli.eboardsolutions.com/SU/s/shVClYWU73Tdpv4JZYxrPDw==>

§170.315, RSMo

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

§320.010, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

5 C.S.R.30-261.010

State Regulation -  
<https://simbli.eboardsolutions.com/SU/lyc2NIZPsdzgEk6V6aJ45g==>

**Cross References**

**Description**

IC

ACADEMIC CALENDAR -  
<https://simbli.eboardsolutions.com/SU/Ek0bSa8463oxTdkTUZNi5w==>

KB

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/RKWdoCQslshRBwkH1RxxkazdhA==>

KB-AP(1)

PUBLIC INFORMATION PROGRAM - (K-12 Districts) -  
<https://simbli.eboardsolutions.com/SU/6plusC38lp96Ey1Um9zutlQ7Q==>

KB-AP(2)

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/ltXkiDsDIYKsgIRnyQQudg==>

**Administrative Procedure EBC-2-AP(6): EMERGENCY DRILLS - (Intruder in the Building)**

Status: ADOPTED

Original Adopted Date: 03/01/2007

*Intruder in the Building* – An intruder in the building is an individual in the building who has not followed established visitor procedures.

Any school personnel who observes an individual in the building who is unidentifiable as a registered visitor or appears suspicious should notify the principal's office. The principal, or his or her designee, will determine if it is a serious and/or emergency situation.

**Procedure**

1. The building principal or designee will contact emergency services and the building level crisis team, provide them with any necessary information and inform the superintendent's office of the situation.
2. All teachers will be notified that an emergency situation exists. At that time, teachers should immediately clear the hallways by directing students to the classrooms. All students should be kept inside their classrooms until further notice. All classroom doors should be locked. Teachers and students should move away from doors and windows and remain quiet and seated.
3. All students in gym, cafeteria or courtyard areas will be notified to report to the nearest classroom. All staff should make certain that any stray student is brought into a locked area.
4. All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are provided.
5. All individuals should assist law enforcement as directed.

\*\*\*\*\*

In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

**Note:** *The reader is encouraged to review policies and/or forms for related information in this administrative area.*

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

§§ 160.451-.457, RSMo.

§170.315, RSMo

§320.010, RSMo.

5 C.S.R.30-261.010

**Description**

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Regulation -  
<https://simbli.eboardsolutions.com/SU/lvc2NlZPsdzgEk6V6aJ45g==>

**Cross References**

IC

ACADEMIC CALENDAR -  
<https://simbli.eboardsolutions.com/SU/Ek0bSa8463oxTdkTUZNi5w==>

KB

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/RKWdoCQslshRBwkh1RxxkzdhA==>

KB-AP(1)

PUBLIC INFORMATION PROGRAM - (K-12 Districts) -  
<https://simbli.eboardsolutions.com/SU/6plusC38lp96Ey1Um9zutlQ7Q==>

KB-AP(2)

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/ltXklDsDIYKsgiRnyQQudg==>

**Administrative Procedure EBC-2-AP(7): EMERGENCY DRILLS - (Natural Disasters)**

Status: ADOPTED

Original Adopted Date: 03/01/2007

*Natural Disasters (tornadoes, thunderstorms, severe winds, earthquakes)* – A natural disaster would include, but is not limited to, severe weather situations, hazardous material accidents, floods and earthquakes. Disaster implies great or sudden misfortune that results in loss of life or property, or results in serious injury.

**Procedure**

Because of the diversity of natural disasters, no set guidelines exist that are applicable to all situations; however, the following procedures will generally serve as guidelines in the event of a natural disaster:

1. The building principal or designee will contact emergency services and the building level crisis team, provide them with any necessary information and inform the superintendent's office of the situation.
2. At that time, teachers will immediately clear the hallways and direct students to the appropriate designated safety area.
3. While in the designated safety area, all teachers and students are to maintain sheltered positions.
4. Unless the situation requires otherwise, all doors will remain locked and personnel and students will remain stationary until the all-clear notice is received.

**Weather Alerts**

A designated member of the school staff should be responsible for monitoring weather conditions via radio, television, Internet or other weather bulletin services as available to the district. This will allow schools to enact necessary measures as quickly as possible.

\* \* \* \* \*

In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

*Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.*

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

§§ 160.451-457, RSMo.

§170.315, RSMo

§320.010, RSMo.

5 C.S.R.30-261.010

**Description**

State Statute -

<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Statute -

<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Statute -

<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

State Regulation -

<https://simbli.eboardsolutions.com/SU/lyc2NIZPsdzgEk6V6aJ45g==>

**Cross References**

IC

**Description**

ACADEMIC CALENDAR -

<https://simbli.eboardsolutions.com/SU/Ek0bSa8463oxTdkTUZNI5w==>

KB

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/RKWdoCQslshRBwkH1RxkazdhA==>

KB-AP(1)

PUBLIC INFORMATION PROGRAM - (K-12 Districts) -  
<https://simbli.eboardsolutions.com/SU/6plusC38lp96Ey1Um9zutlQ7O==>

KB-AP(2)

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/ltXkiDsDIYKsgiRnyOOudg==>



**Administrative Procedure EBC-2-AP(8): EMERGENCY DRILLS - (Weapons Possession/Armed Offender)**

Status: ADOPTED

Original Adopted Date: 03/01/2007

*Weapons Possession/Armed Offender* – An armed offender is a person whose intent is to pose a threat, inflict harm, or carry out a personal objective while possessing a weapon capable of deadly force. The armed person may be a student, staff member, parent, or community member.

The principal will determine if it is an emergency situation, in which the following procedures will apply. In a non-emergency situation, district policy on student discipline will be followed for students, and law enforcement agencies will be contacted to handle non-school offenders.

**Procedure**

1. The building principal or designee will contact emergency services and the building level crisis team, providing them with any necessary information, and will also inform the superintendent's office of the situation.
2. Notify all teachers that you have an emergency situation. At that time, teachers should step into the halls to immediately clear them by directing students to the classrooms. Keep all students inside their classrooms until further notice. All classroom doors should be locked and barricaded. Teachers and students should move down against the door wall in the most non-visible corner with the lights turned off.
3. All students in gym, cafeteria or courtyard areas will be notified to report to the nearest classroom.
4. If the armed person can be contained in one section of the building, students and staff should be evacuated from the building to a designated safe area.
5. If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger and to alert responding law enforcement.
6. All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are provided.
7. All individuals should assist law enforcement as directed.

\* \* \* \* \*

In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

**Note:** *The reader is encouraged to review policies and/or forms for related information in this administrative area.*

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

**Description**

§§ 160.451-.457, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

§170.315, RSMo

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

§320.010, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

5 C.S.R.30-261.010

State Regulation -  
<https://simbli.eboardsolutions.com/SU/lvc2NIZPsdzgEk6V6aJ45g==>

**Cross References**

IC

ACADEMIC CALENDAR -  
<https://simbli.eboardsolutions.com/SU/Ek0bSa8463oxTdkTUZNi5w==>

KB

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/RKWdpcQslshRBwkH1RxkazdhA==>

KB-AP(1)

PUBLIC INFORMATION PROGRAM - (K-12 Districts) -  
<https://simbli.eboardsolutions.com/SU/6plusC38lp96Ey1Um9zutlQ7Q==>

KB-AP(2)

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/ltXkIDSDIYKsgiRnyQQudg==>

**Administrative Procedure EBC-2-AP(9): EMERGENCY DRILLS - (Bomb Threats)**

Status: ADOPTED

Original Adopted Date: 03/01/2007

*Bomb Threat* – A bomb threat is a threat alleging that an explosive device is located on school properties. This threat may be made by telephone, in writing, by e-mail, by fax, or by first party verbal conversation with a school official or student. The only allegation necessary is that a bomb is on school premises.

Most bomb threats are made by phone and tend to be very brief. The message is stated in a few words and then the caller hangs up. Every effort should be made to obtain detailed information from the caller, such as:

- ▶ When is the bomb going to explode?
- ▶ What kind of bomb is it?
- ▶ What does the bomb look like?
- ▶ Where is the bomb located?
- ▶ Why did you place it, or who placed it, and why?

This information should be logged, if possible, on a district form (see *EBC-AF*).

**Procedure**

The following notifications should be made:

1.
  - ▶ Building principal or designated school official in charge of threatened area.
  - ▶ Local law enforcement/fire (911 if available in the area) and other emergency teams.
  - ▶ The superintendent.
  - ▶ The telephone company (if any arrangements have been made to follow through on a trace of phone calls).
2. The senior law enforcement officer present and the building principal or designated school official will determine what procedures to follow. They may order the building evacuated by means of a fire drill. Should the students appear to be in imminent danger, the building principal or official designee may order evacuation of the building or grounds immediately after receiving the notice of a bomb threat.
3. A search of the building or premises should be conducted under the direction of the senior officers present from either protective departments. Law enforcement officers, firefighters and designated school officials should assist in the search.
4. All persons who have been instructed to check the building will make a prompt visual search of their respective areas and report to the principal or emergency personnel any bags, boxes, items or containers that are out of place or are unusual or foreign to the normal operation of the school. Any item under suspicion should **NOT** be handled.
5. The building will be under the law enforcement or fire department's jurisdiction if a bomb is discovered.
6. The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of law enforcement/fire departments when declaring the building safe to re-enter.
7. Investigation of the incident should be made by the local law enforcement officials and assisted by

the state fire marshal's office if requested.

Should the bomb threats become numerous and hinder instructional time, any decision concerning the dismissal of school and subsequent make-up time shall be made by the superintendent with Board approval.

\* \* \* \* \*

In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

**Note:** *The reader is encouraged to review policies and/or forms for related information in this administrative area.*

---

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

§§ 160.451-.457, RSMo.

**Description**

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

§170.315, RSMo

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

§320.010, RSMo.

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

5 C.S.R.30-261.010

State Regulation -  
<https://simbli.eboardsolutions.com/SU/lyc2NIZPsdzgEk6V6aJ45g==>

**Cross References**

**Description**

IC

ACADEMIC CALENDAR -  
<https://simbli.eboardsolutions.com/SU/Ek0bSa8463oxTdkTUZNi5w==>

KB

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/RKWdoCQslshRBwkH1RxxkazdhA==>

KB-AP(1)

PUBLIC INFORMATION PROGRAM - (K-12 Districts) -  
<https://simbli.eboardsolutions.com/SU/6plusC38lp96Ey1Um9zutlQ7Q==>

KB-AP(2)

PUBLIC INFORMATION PROGRAM -  
<https://simbli.eboardsolutions.com/SU/ltXkIDsDIYKsgIRnyOOudg==>