

1 **Potomac Elementary**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8301

4
5 District Safety

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7 The Board recognizes that safety and health standards should be incorporated into all aspects of
8 the operation of the District. Rules for safety and prevention of accidents will be posted in
9 compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and
10 accidents will be reported to the District office.

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12 The Principal will develop a plan of fire, civil defense, tornado, and earthquake warning,
13 protection, and evacuation. This plan and procedures will be discussed and distributed to each
14 teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year,
15 four (4) of which will be fire drills. All teachers will discuss fire drill procedures with their class
16 at the beginning of each year and will have them posted in a conspicuous place next to the exit
17 door. A record will be kept of all fire drills. The drills will be held at different hours of the day
18 or evening to avoid distinction between drills and actual disasters.

19
20 The Principal will develop safety and health standards which comply with the Montana Safety
21 Culture Act.

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25	Legal Reference: § 20-1-401, MCA	Disaster drills to be conducted
26		regularly – districts to identify
27		disaster risks
28	§ 20-1-402, MCA	Number of disaster drills required –
29		time of drills to vary
30	§§ 39-71-1501, et seq., MCA	Montana Safety Culture Act
31	§§ 50-71-311, MCA	Safety codes authorized
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33 Policy History:

34 Adopted on: October 10, 2011

35 Reviewed on:

36 Revised on: