

1 **Potomac Elementary**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8302

4
5 School Emergency Management Plan

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7 Development and Revision of Emergency Management Plans

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9 To ensure the safety and health of children and staff and the integration and coordination with
10 city, county, and state emergency and disaster plans, the administrator of each school in the
11 District shall:

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13 (a) By October 1, 1999, develop and exercise a school emergency management plan, and;
14 (b) By October 1 of each succeeding school year, review and, if necessary, revise the school
15 emergency management plan.

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17 The Superintendent shall:

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19 (a) Ensure that a current copy of the school emergency management plan is available in each
20 District for public review;
21 (b) Provide District staff with a copy of the current plan;
22 (c) In coordination with county emergency service officials, conduct one test during each
23 school year of an emergency response to a local hazard that is identified in the plan (this
24 test may be as simple as an in-house tabletop exercise or as complex as a full-scale
25 exercise).
26 (d) Coordinate with city, county, and state emergency services agencies in developing pre-
27 arranged agreements for the use of school resources, facilities, or vehicles during an
28 emergency or disaster.
29 (e) Be available or designate a person to be available as a communication liaison for all
30 schools within the District during a local or state emergency or disaster, and;
31 (f) Conduct fire exit and local hazard drills as required by Montana law during the school
32 year.

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34 Plan Requirements

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36 Each plan must include but is not limited to:

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38 (a) Information about each school located within the District, including school
39 population, number of staff, transportation needs, and the business and home telephone
40 numbers of officials of the District;
41 (b) The identification of local hazards that exist within the boundaries of the District;
42 (c) Drills designed specifically to provide emergency response to the identified local hazards,
43 including drills to sound on the disaster evacuation system and a separate recall signaling
44 system. (These evacuation systems and recalling signaling systems may be electronic
45 bell systems, hand bell, or whistle as is appropriate to the school).
46 (d) A description of the arrangements for obtaining assistance during an emergency or

- 1 disaster from emergency services organizations;
- 2 (e) the identification of District resources that may be available for use during an emergency
- 3 or disaster;
- 4 (f) A description of procedures to coordinate the use of District resources and staff during an
- 5 emergency or disaster, including the identification of officers who are authorized to make
- 6 decisions and the staff members who are assigned to provide assistance during an
- 7 emergency or disaster;
- 8 (g) a system for informing each school within the District of an emergency or disaster;
- 9 (h) a description of procedures necessary to implement school cancellation, early dismissal,
- 10 evacuation or sheltering;
- 11 (i) A description of the procedures for notifying the local fire department or 9-1-1 service, as
- 12 appropriate, whenever an emergency exists, and;
- 13 (j) A description of procedures for obtaining advice or assistance from local government
- 14 Officials, including those city or county officials responsible for conducting inspections
- 15 of facility exits or implementation of emergency and disaster services provided in Title
- 16 10.

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19	Cross Reference:	#8301	District Safety
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21	Legal Reference:	§ 20-1-401-407, MCA	Fire drills and Safety Patrols
22		§10-3-103, MCA	Definitions
23		§ 20-6-501, MCA	Definitions of various schools
24		House Resolution 20, 1999	Legislative Session
25			
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27 Policy History:
 28 Adopted on: 11/03/04
 29 Reviewed on: 08/10/10
 30 Adopted on: October 10, 2011