*Every Student Matters, Every Moment Counts*

**Morton School District #214**

*Home of the Timberwolves!*

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**Morton Elementary School**
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**Policy:** **6580 Continuity of Operation Plan**

**Section:**

| ☐ - 0000 *Planning* | ☐ - 1000 *Board of Directors* | ☐ - 2000 *Instruction* | ☐ - 3000 *Students* | ☐ - 4000 *Community Relations* | ☐ - 5000 *Personnel* | ☒ - 6000 *Management* |
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**Continuity of Operations Plan**

The Board of Directors recognizes that in the event of a natural disaster, the District's restoration of the safe learning environment across a wide range of hazards is critical for students, staff and the community at large. The Board further recognizes that a continuity of operations (COOP) plan will ensure that disruptions to operations are reduced or minimized, recovery is timely and that the safe learning environment is reconstituted at the earliest opportunity.

To this end, the District will implement and maintain a COOP plan with the following objectives:

- Ensure the safety of students and staff;
- Ensure the continuous performance of essential functions/operations following a natural disaster;
- Protect essential facilities, equipment, records and other assets;
- Reduce or mitigate disruptions to operations/education programs;
- Reduce the loss of life;
- Minimize damage and other losses;
- Identify and designate principals, support staff and students to be relocated;
- Facilitate decision making for plan execution and the subsequent conduct of operations; and
- Achieve a timely and orderly recovery from the event and resumption of full educational services to all students and staff.

The COOP plan will address or include, but not be limited to:

- Guidance on infrastructure recovery developed by the Federal Emergency Management Agency (FEMA) and the Washington Emergency Management Agency (WEMA);
- An infrastructure recovery checklist that the District can use to restore its essential physical and organizational structures, services and facilities;
- A list of offices or divisions of state agencies that the District may contact for assistance with infrastructure recovery after a natural disaster;
- A list of state and federal emergency funding sources that the District may contact for assistance.

The Superintendent is authorized to implement procedures to support this policy.

Cross References: 3432 - Emergencies
4000 – Public Information Program
4040 – Public Access to District Records

*The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, jhannah@morton.k12.wa.us, or Section 504 Coordinator Jordan Austin, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, jaustin@morton.k12.wa.us*

6955 - Maintenance of Facilities Records

Legal References:
RCW 28A.320.125 Safe school plans – Requirements- Duties of school districts, schools, and educational service districts – Reports –Drills-Rules.
RCW 38.52.010 Definitions
Engrossed House Bill 1003, Chapter 37, Laws of 2016 [not codified]

Management Resources:
2017 – July Issue
Readiness and Emergency Management for Schools (REMS) School COOP Fact Sheet

Adoption Date:
Classification:

**Priority**
Revised Dates: