

Watertown School District 14-4

EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff. It also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent/Designee will develop and maintain a Safety Management Procedures Handbook containing emergency plans that meet the requirements for preparedness in case of fire, civil emergencies, and natural disasters. Each classroom will have a copy of the Safety Management Procedures Handbook available for review. Principals and staff members will review the Handbook each fall with their students, and will conduct drills in accordance to state law. A record showing the dates and times of drills conducted will be kept at the building level for inspection.

The Safety Management Procedures Handbook for the District will be the official guide for the District in case of fire, civil emergencies, and natural disasters. All personnel and students will follow the procedures set forth in the guide.

Building principals/directors will meet all requirements for conducting fire and emergency drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuations.

Policy

Adopted: 9/10/01

Revised: 3/10/08