

Section 900: Buildings and Sites
Safety Program
Annual Emergency Safety Plan

File: 905.02

In any crises or emergency circumstances, the immediate concern is securing the safety and welfare of students and staff. A second priority, if appropriate, will be the securing and salvaging of property. The superintendent of schools will be in charge of administering and monitoring any emergency event, unless the situation is confined to a particular building; then the principal will be in charge with the superintendent of schools advising on necessary decisions.

In the event the superintendent of schools is absent from the community at the time of an emergency, the responsibility for administering and monitoring the event shall be delegated as follows:

1. The high school principal.
2. The elementary principal.
3. The president of the O'Neill Board of Education.

Once the nature of the emergency is determined and the immediate concerns for students and staff are addressed, the superintendent of schools will:

1. Alert board members.
2. Decide whether or not to convene or postpone school, with attendant adjustments in transportation and activity schedules.
3. Determine the need to involve other agencies and/or officials (e.g., police, fire and emergency personnel, counseling services, or insurance representatives). All administrators will maintain an accessible, emergency phone list.
4. Notify students, staff, and patrons via appropriate media.
5. Report on the incident at the next regular or emergency board meeting and evaluate the effectiveness of the response strategy.

Inclement Weather: In the event of bad weather, the superintendent of schools or his or her designee will make the decision to cancel or delay the start of school. If the schools are officially closed to protect the students, no employee will be required to be in attendance for any in-service activity. The only employees who may continue on duty will be those custodial and maintenance employees, so designated by the superintendent of schools, that are needed to prepare the schools to resume operation. When school is canceled due to inclement weather all scheduled activities, meetings, practices, or other functions within the school shall be cancelled for the calendar day(s) of closure.

The closure of school for inclement weather does not supersede the parents' responsibility for the safety and welfare of their children. Any parents who feel that their children would be safer in the home than in attendance at school are encouraged to come to the

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school and withdraw their child from school. If inclement weather exists before school opens any parents who feel that their children would be safer at home than in school are encouraged to keep their children at home.

Weather information will be sought from current weather station reports or in consultation with other area superintendents. The decision to cancel school will be made as early as possible. Building principals will utilize 'phone trees' to alert staff, and the superintendent of schools shall inform the local media. The board of education may determine at a later date if the time missed for inclement weather or other emergency school closings shall be made up.

See Policy 905.08, School Closings and Cancellations for procedures to relay school closing information to the patrons of the school district.

Fire, Tornado, and Gas Leaks: Principals shall design and keep current drill and evacuation plans, to include emergency shelter, and publish them in staff and student handbooks. Teachers will post said plans in their classrooms and educate students on their implementation.

Student or Staff Deaths: When notice is received of a student or staff death, the involved administrators will inform and consult with the superintendent of schools. Ordinarily school will be convened; however, appropriate modifications in daily school activities which are sensitive to the incident will be made. Further, if deemed necessary, counseling services will be provided to students and staff from school and areas resources, and substitute teachers will be employed if deemed appropriate. School officials will attempt to balance funeral accommodations with the need to convene school with minimal disruption.

Civilian Emergencies: The school buildings are designated as emergency shelters by the Holt County Red Cross. School officials, to the extent possible, will cooperate with other civil authorities in making school facilities available during any civilian emergencies.

Legal Reference: NDE Rule 10-011.01

Cross Reference: 404 Employee Health and Well-Being
508 Student Health and Well-Being
805 Risk Management
903 Maintenance, Operation and Management
905 Safety Program
1004.04 Crisis Management Communications