

## **EMERGENCY/EVACUATION PLAN REGULATION**

Ringwood Board of Education has established this emergency/evacuation plan to clearly delineate authority and responsibility for administrative actions when it becomes necessary to close the school, evacuate students, cancel school activities, delay school openings, provide for early dismissal, or change transportation times and/or routes because of disasters, emergencies, inclement weather or other reasons.

### **Authority**

The superintendent or his/her designee is responsible for administering the district emergency/evacuation plan. He/she will establish rules, regulations and procedures for administering and using the district's facilities, equipment, supplies and staff during an emergency or disaster. The superintendent shall be responsible for the general supervision and welfare of the students and staff of the school district. He/she is authorized to cancel or postpone social events, club meetings, sports events, adult programs and other activities that function in various buildings or grounds of the district. He/she is also authorized to work with other agencies as legally required or as necessary.

### **District Protection**

If an emergency occurs when school is in session, or at other times and under circumstances that would necessitate action by school district employees or that would involve the emergency use of school facilities, supplies or equipment, the superintendent is authorized to initiate the emergency/evacuation plan and to take other action required to protect the interests of the school district.

### **Legal Protection**

The board shall provide liability insurance to include legal counsel to protect its agents, employees and board members for any liability resulting from supervision of students during an emergency.

### **Guidelines**

1. The superintendent shall assume responsibility for protection of students, employees, facilities and equipment. Police, health and other agencies may be used as necessary.
2. The emergency and evacuation plans shall function through the administrative chain of command since emergencies require spontaneous decisions and immediate actions.
3. During a major emergency or disaster, students who are bused will be delivered to their homes as soon as such delivery can be organized and carried out in an efficient, orderly and safe manner. A higher authority (police or fire personnel) may direct all personnel to evacuate to a specific destination or to provide for mass care.
4. Students shall be released to parents as soon as such release can be made in an orderly, safe and nondisruptive manner in accordance with controlled release procedures.
5. The superintendent will provide for communication to the board president about the major emergency or disaster at the earliest possible time. Minor emergencies caused by inclement weather, temporary flooding, loss of utilities, employee or student disturbances, fire and bomb threats, accidents and breakdown of building equipment may be communicated through board administration advisement procedures.

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6. The superintendent will coordinate activities with other agencies affected by the emergency through leadership, direction and communication.
7. Facilities and equipment will be maintained under district jurisdiction of school administrators until the primary responsibility of using them and the welfare of the students has been resolved.
8. District supplies, equipment, facilities and staff shall be used for the welfare of the students and staff only. To the degree possible, the staff shall keep a record for future accountability.
9. District responsibility for evacuation of students and employees of the district does not imply that district staff, facilities and equipment cannot be used in a cooperative effort with other agencies after the primary responsibility is complete. District students attending other schools shall be evacuated in accordance with plans prepared by those agencies and will be the responsibilities of those agencies.
10. Emergency and evacuation events shall be communicated with employees, related agencies and the public through an established emergency notification procedure.