

EMERGENCY RESPONSE PLANS AND DRILLS

Site Responsibility

Each educational site in the Springfield Public Schools is expected to maintain a comprehensive Emergency Response Plan that is developed in cooperation with the School Public Safety Department, using generally accepted best practices. Principals or site administrator are expected to conduct a full review of the plan prior to the start of each school year and make any necessary modifications, additions or changes. The principal or site administrator is responsible for ensuring that all staff under his or her direct supervision, or who work on a regular basis at the site, has been trained in the implementation of the plan. The Director of School Public Safety will conduct an annual review of each site's Emergency Response Plan to ensure that all plans have the required components.

District Responsibility

The Director of School Public Safety shall plan, coordinate and work in conjunction with other District administrators and local emergency service providers to ensure an appropriate and adequate response to disasters and other events where the threat of or actual loss of life or substantial damage to district property may occur.

When a disaster occurs affecting the community as a whole the Superintendent or designee is authorized to make available resources including facilities, commodity foods, school buses and other equipment to other local, state and federal officials charged with relief efforts.

Emergency Drills

Every District educational site shall conduct emergency preparedness drills within the guidelines contained in the applicable section of the Administrative Practices and Procedures. District support facilities shall conduct drills both in number and appropriate for their specific environment, but shall at a minimum conduct one fire drill and one storm sheltering drill per school year.

Adopted: May 16, 2006

The School District of Springfield R-XII, Springfield, Missouri