

Book

BOARD POLICIES

Section

GENERAL BOARD POLICIES

Title

Emergency Preparedness

Number

Status

Pending Board Approval

Adopted

**Emergency Preparedness**

Utah Code Ann. §53A-3-402(18), Powers and Responsibilities of Local Boards

Utah Admin. Code R277-400, School Facility Emergency and Safety

**Purpose:**

The purpose of this policy is to assure the safety of students and employees during any type of incident or emergency by ensuring that plans and procedures are formulated; assignments and training is provided to individuals; and oversight and communication is established by the Bonneville Academy Board of Directors.

## **Policy and Procedures:**

Bonneville Academy Board of Directors recognizes that the safety of students and staff is best met by preparedness response which shall ensure that the health and safety of students and staff are safeguarded, any disruption to the education program is minimized, and students and employees are trained to respond to emergency situations.

### **1. Incident Preparedness Plan:**

To anticipate and prepare for such events, a School Emergency Operations Plan, approved by Bonneville Academy Board of Directors, shall be established and maintained which provides operational direction. The School Emergency Operations Plan is the implementing document for this policy and may be revised and updated as needed. It outlines the what, where, and when in relation to incident response. An Emergency Operations Committee will be established and maintained to create and review the School's Emergency Operations Plan.

### **2. Standard Operating Procedures (SOPs):**

The School Emergency Operations Plan will include documents outlining specific supporting tasks emphasizing who is responsible for the task with a general description of the task. These SOPs reflect how the school intends to do business in the event of an incident. Through these pre-event assignments, awareness is increased, confidence built, and smooth transition from daily to emergency operations is assured.

### **3. Training and Exercises:**

Training shall be provided in support of the plans and procedures. The plan and SOPs will be validated through conduct of exercises and drills which identify areas for additional training or revisions of procedures and also to ensure continued readiness.

### **4. School's role in Tooele County's Emergency Preparedness:**

The Board further recognizes its unique role in Tooele County's Emergency Preparedness and Incident Response Plan. In the event of a major incident, once the

safety and accountability of students is accomplished, the school's efforts and resources will be fully coordinated with and in support of the Tooele County emergency efforts.

## **Authority and Responsibility**

### 1. Director and his/her designees:

The Director and his/her designees shall oversee procedures for handling of school incidents and emergencies which include a plan for the prompt and safe evacuation of the schools; other procedures deemed necessary to ensure safety of lives; protection of property; and continuity of operation. The School Emergency Operations will be developed and kept current. Training in the plan shall be conducted as well as emergency drills conducted on a regular basis. The Director shall designate a person who will be in charge of the school during his/her absence. In the event of an incident requiring police or fire response, full cooperation will be provided to those officials.

### 2. Sites other than Bonneville Academy:

The Director shall designate a responsible individual for to be accountable in similar fashion as outlined above when students and staff are off campus.

### 3. Employees:

In the event of a major disaster situation, employees will be required to provide for the safety of students and other employees. During such a disaster situation, employees are required to follow the instructions given by their supervisors. Failure to follow such instructions will be considered insubordination and will be grounds for discipline up to and including termination of employment.

Employees are strongly encouraged to take all steps necessary to provide for the well being of their family in advance of any major disaster. This will hopefully moderate fears and concerns sufficient to permit rapid and effective completion of assigned tasks to ensure the wellbeing of students.