**Responsible Office**: School Police Department, Emergency Management

**BOARD POLICY 7700**

**EMERGENCY MANAGEMENT**

## PURPOSE

The Board of Trustees (Board) is committed to ensuring the safety and security of schools and other facilities and their occupants, to include students, parents/guardians, faculty, employees, and volunteers. This Board Policy defines and describes the Board's intention regarding emergency planning and response; and ensures compliance with state and federal laws and regulations.

## DEFINITIONS

1. "Crisis" means a traumatic and sudden event or emergency condition that: involves violence; profoundly and negatively affects or will affect students and/or employees; occurs on the property of a school, at an activity sponsored by a school or on a school bus while the bus is engaged in its official duties; and may involve serious injury or death.

2. "Emergency" means an occurrence or threatened occurrence for which action is necessary to save lives, protect property or to protect the health and safety of persons, or to avert the threat of damage to property or injury to persons, on the property of a school, at an activity sponsored by a public school or on a school bus while the bus is engaged in its official duties.

3. District preparedness mission areas as identified by Presidential Policy Directive (PPD) 8 (borrowed from the U.S. Department of Education's Office of Safe and Drug-Free Schools "Readiness and Emergency Management For Schools"):

    a. Prevention: The capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action schools take to prevent a threatened or actual incident from occurring.

    b. Protection: The capabilities to secure schools against acts of violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

c. Mitigation: The capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. In this document, "mitigation" also means reducing the likelihood that threats and hazards will happen.

d. Response: The capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery. Response can include evacuation, lockdown, and shelter in place.

e. Recovery: The capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment. Recovery consists of four areas: Academic, Physical, Fiscal, and Psychological and Emotional.

**POLICY**

1. The Emergency Management Division (EMD) of the School Police Department is charged with creating the framework within which the District and individual school communities can reduce vulnerability to threats and hazards and cope with emergency situations through the adoption of Emergency Operations Plans (EOPs).

    a. The EMD will coordinate and integrate into the EOPs activities necessary to build, sustain, and improve the capability to prevent, protect from, mitigate against, respond to, and recover from crisis or emergencies resulting from natural, technological, or human caused incidents.

    b. The EOPs will be comprehensive, progressive, threat and hazard driven, collaborative, and coordinated.

    c. The EOPs shall consider elements related to emergencies and disasters; take preventative and preparatory measures; assign priorities and resources in a sound manner.

    d. The EOPs will also include building relationships with students, school administrators, faculty, employees, and the community, to include emergency responders and other organizations.

2. Committee

    a. The Board directs that a committee be established to develop the District-wide Emergency Operations Plan Template.

        1) The District Emergency Manager shall chair the committee, appoint committee members as required by NRS, conduct

meetings as needed, and update the emergency operations plan template as approved by the committee.

2) The meetings and work of the committee shall remain confidential and not be subject to Open Meeting Law, in accordance with Nevada State Law.

b. The Emergency Operations Plan template shall be used at all District facilities and shall contain specific elements for each individual school and other buildings to include, but not necessarily limited to:

i. Employee training component includes monthly drills during the school year addressing appropriate procedures in the event of Evacuation, Earthquake, or Lockdown.

ii. A National Incident Management System (NIMS) compliant emergency organizational structure detailing the chain of command and specific areas of employee responsibility;

iii. A communications and notification procedure for parents/guardians, District offices and other governmental entities;

iv. Procedures for responding to the suicide or attempted suicide of a student, employee, or other member of the school community;

v. A process to periodically test the plan and conduct appropriate exercises;

vi. Preparedness, prevention, and mitigation procedures;

vii. Response and recovery procedures; and

viii. Any other procedure identified by State law, model plan as created by the State Department of Education, and/or best practices.

c. Each school and other facilities shall have an emergency operations plan created by utilizing the template provided by the development committee.

i. A copy of the plan will be filed with the Emergency Manager not later than October 1 of each year. The Emergency Manager shall be responsible for the review and approval of all plans;

ii. The site plans shall be reviewed and updated annually by the site administrators with input from the school committee;

iii. Employees shall be trained and participate in exercises related to the implementation of the site emergency operations plan;

iv. As necessary and as determined by the District, students and parents/guardians will be informed about the details of any approved emergency plan; and

v. In the event of an emergency or crisis (such as an earthquake, hazardous materials spill, fire, or other danger), site administrators will take immediate steps to deal with the emergency utilizing the emergency operations plan developed by the District. Absent exigent circumstances, school officials will retain custody of students under most emergency situations.

d. The District's Emergency Operations Plan shall be incorporated into protocols and guidebooks developed and made available at the local site.

e. Emergency management extends to situations involving inclement weather and natural disasters. Although the District's schools and administrative facilities shall strive to remain open during periods of inclement weather and/or natural disasters, where extraordinary circumstances warrant, the District, at the direction of the Superintendent or his/her designee reserves the right to close any or all facilities.

**LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

1. This Board Policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
    a. Board Policy 9205, Safe and Respectful Learning Environment; and
    b. Board Policy 5450, Release of Students and Student Information.
2. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
    a. NRS Chapter 386, Local Administrative Organization, and specifically:
        i. NRS 386.820, School bus transportation: Drills to practice evacuation; adoption and requirements of safety program; information to parents and guardians concerning school bus safety; regulations;
    b. NRS Chapter 388, System of Public Instruction, and specifically:
        i. NRS 388.229 – 388.266 Response to Crisis, Emergency or Suicide.
3. This Board Policy complies with federal laws and regulations, to include:
    a. Federal Emergency Management Agency (FEMA);

b. U.S. Department of Education's Office of Safe & Drug-Free Schools; and

c. Gun Free Schools Act (Title IV, Part A, Subpart 3, Section 4141 of the Elementary and Secondary Education Act).

**REVISION HISTORY**

| Date | Revision | Modification |
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| 09/26/2017 | 1.0 | Adopted: Board Policies 1410, 6114, and 9156 merged into this new policy |
| 10/25/2022 | 2.0 | Revised: Update formatting pursuant to BP 9070 and clarify language to reflect current practice |