

I. PURPOSE

The purpose of this policy is to assure development of plans to provide direction to NWSISD staff and students when faced with emergency situations.

II. GENERAL STATEMENT OF POLICY

The Executive Director shall be responsible for directing the development of a comprehensive Emergency Plan, which will serve as a guide for NWSISD staff, students and parents. When approved by the school board, the Emergency Plan shall be attached as an addendum to this policy.

III. PROVISIONS OF THE EMERGENCY PLAN

- A. The Emergency Plan shall conform to state and federal laws, Minnesota Department of Education rules, and guidelines set forth by the Minnesota Department of Public Safety, Division of Emergency Services.

The provisions of the Emergency Plan shall be compatible with those of the local municipalities in which NWSISD programs, activities and sites are located. Appropriate officials from the local municipalities shall be requested to review and comment on the Emergency Plan during the development process.

- B. The Emergency Plan shall address, but not be limited to the following emergency situations:
 - 1. Fire
 - 2. Bomb threat
 - 3. Threats with weapons
 - 4. Demonstrations
 - 5. Natural disaster
 - 6. Utility emergency
 - 7. Hazardous material accident
 - 8. National emergency
- C. NWSISD staff shall receive a copy of the Emergency Plan for the building in which they work and shall receive in-service training annually on plan implementation.
- D. Students shall receive specific instruction on plan implementation, and shall participate in a required number of drill and practice sessions throughout the NWSISD program year.
- E. Parents shall be made aware of the Emergency Plan.

IV. WARNING SYSTEMS

- A. NWSISD shall work with the owners of the buildings in which NWSISD programs and activities are held to ensure a warning system is in place that will inform students, staff, and visitors at the site of an emergency.

- B. It shall be the responsibility of the Executive Director or her/his designee to inform students and staff of the system and the means by which the system is used to identify the specific type of emergency involved.

Legal References: 42 U.S.C. § 5121 et. seq. (Disaster relief and emergency assistance)
Minn. Stat. Ch. 12 (Emergency Services)
Minn. Rules 3530.4400 to 3530.4700 (Civil defense: school districts)

Cross References: NWSISD Policy 804 (Bomb Threats)
NWSISD Policy 806 (Crisis Management Policy)

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