

## REFERENCE COPY (Version 2)

FILE: EBC  
Critical

### EXPLANATION: EMERGENCY DRILLS (Districts Required to Hold Earthquake Drills)

This policy has been modified to include emergency drills for active shooters. Senate Bill 75 (2013), § 170.315, RSMo., established the Active Shooter and Intruder Response Training for Schools Program (ASIRT). Participation in ASIRT is optional, not mandatory.

Districts that want to implement the optional components of ASIRT will need to include in employee training a component on how to properly respond to students who provide employees with information about a threatening situation and how to address situations in which there is a potentially dangerous or armed intruder in the school. The district must have incorporated a plan to provide active shooter training by July 1, 2014. Training should be provided as soon as possible and may be repeated annually. The statute suggests eight hours of initial training and four hours for continuing training. All instructors must be certified by the Department of Public Safety's Peace Officer Standards Training Commission (the POST Commission).

Once again, participation in ASIRT is *optional*. Given the commitment and potential cost, MSBA has not indicated in this policy that the district will follow the ASIRT program, leaving the decision to do so up to the district.

However, there is a section in the new law that is required, in MSBA's opinion. The section (§ 170.315.3, RSMo.) states that "all school personnel *shall* participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals." While there is an argument that this provision only applies if the district chooses to adopt the ASIRT program, MSBA has assumed this section is legally required and has included armed intruder/active shooter drills in the list of drills to be developed by the superintendent or designee. The number of times such drills would be conducted is up to the district.

MSBA has also removed elements of this policy not specifically related to emergency drills and recoded much of it to EBCA, Crisis Intervention Plan.

Districts can visit the State Emergency Management Agency (SEMA) website at <http://sema.dps.mo.gov/EQ%20Map.pdf> to determine whether they need version one (which does not require earthquake drills) or version two (which does require earthquake drills) of this policy. A rating of VII or above on the map requires earthquake drills per § 160.451, RSMo.

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*MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.*

	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation	X	Public Info/Communications		Technology

## EMERGENCY PLANS/SAFETY DRILLS (Districts Required to Hold Earthquake Drills)

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train the staff on emergency preparedness and violence prevention.

Operational guidelines and policies will be closed to the public when they are developed, adopted or maintained by the district in its capacity as an entity responsible for law enforcement, public safety, first response or public health for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individual or public safety or health. Public interest in nondisclosure outweighs the public interest in disclosure because disclosure would impair the district's ability to protect the safety or health of persons.

### Emergency Drills

The superintendent or designee, in cooperation with the building principals, will develop emergency preparedness drills for (fires, severe weather, tornadoes, bus evacuation emergencies, earthquakes, bomb threats, lockdown, shelter-in-place and evacuation) will be developed by the superintendent or designee in cooperation with the building principals and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted is sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each instructional area building. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31 annually.

### **District Emergency Plans**

~~It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as determine the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.~~

~~Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency.~~

~~During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.~~

### **Earthquake Preparedness Disaster Plans and Drills**

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a districtwide school building disaster plan, ~~in order~~ to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

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## ~~Community Emergency Plan~~

~~The Board directs the superintendent or designee to recommend an emergency preparedness plan, subject to Board adoption, to address the use of school resources, including school facilities, commodity foods, school transportation and equipment if a natural disaster or other community emergency occurs. The plan will authorize the superintendent or other designated school official to approve the use of school resources to provide relief to the community if an emergency occurs. The use of school resources under this section shall be subject to review by the Board within 30 days of authorization or as soon as reasonably possible.~~

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*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted:     FIELD(AdoptDate)

Revised:

Cross Refs:   IC, Academic Calendar/Year/Day

Legal Refs:   §§ 160.451 - .457, ~~480~~170.315, 320.010, ~~610.021~~, RSMo.  
5 C.S.R. 30 - 261.010

FIELD(DistrictLocationLine)