

Emergency Preparedness

The superintendent or his/her designee shall maintain a district crisis response plan that is complete and current. All procedures contained in the district crisis response plan shall be in compliance with all relevant regulatory requirements. The district crisis response plan shall be reviewed and updated yearly, and shall include the following components:

1. District-level roles and responsibilities during a crisis
2. District-level crisis communications procedures
3. Emergency evacuation plans and procedures
4. Site emergency preparation requirements
5. Crisis Response Handbook containing response procedures for specific crises

The principal of each district school shall maintain a site crisis response plan that is complete and current. All procedures contained in site crisis response plans shall be consistent with, and coordinate with, procedures contained in the district crisis response plan. Site crisis response plans shall be reviewed and updated yearly, and shall include the following components:

1. School-specific roles and responsibilities during a crisis (Crisis Response Team)
2. School-specific communications procedures
3. School specific details for evacuation (on-site and off-site)
4. Locations of emergency equipment and supplies
5. Locations of building floor plans and blueprints
6. Emergency drill schedule and checklist

Principals and site managers shall insure that all sites are prepared to respond quickly and appropriately to a crisis according to procedures outlined in the district Crisis Response Handbook or an approved school-specific version of the Crisis Response Handbook. Principals shall insure that all required emergency training and drills are completed according to schedules and procedures specified in the district emergency response plan.

A copy of the District Crisis Response Handbook, or an approved school-specific version of the crisis response handbook, shall be immediately and readily available in all rooms at all sites. Evacuation routes shall also be posted next to primary exit doors at all sites.

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CROSS REF: ADE, Crisis Management

Adams County School District No. 1/Denver, CO