



## Emergency Preparedness

New POLICY NUMBER:	Date Adopted: Reviewed: 8.5.25	APPOINTING AUTHORITY APPROVAL: Hope Learning Academy of Toledo School Board
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## 424 Emergency Preparedness and Evacuation

The safety of Staff and Students includes preparedness and planning for possible natural and manmade disasters.

The Board authorizes a system of emergency preparedness which shall safeguard the health and safety of Students and Staff.

All threats to safety shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

All bomb threats shall require the immediate evacuation of the school building or location threatened. See Policy 428 Bomb Threat Policy.

The Principal or his/her designee shall develop procedures for the handling of school emergencies which include:

1. A schedule that allows for the routine practice of school safety procedures that will occur at least monthly through a combination of safety drills and fire drills;
2. An annual training session for employees of the School regarding the procedures for conducting safety drills and fire drills;
3. A plan for the prompt and safe evacuation of any School building that shall be practiced at least six (6) times in fire drills conducted in accordance with law, if the School has smoke detectors or a sprinkler system in all classrooms of the School. If the School does not have smoke detectors or a sprinkler system in all classrooms, then fire drills must be conducted at least nine (9) times per year in accordance with the law. See **Appendix 424-A**;
4. A plan for the safe dispersal of students from School property and for the sequestration of students in the School, in response to a threat involving an act of terrorism, a person in possession of a dangerous ordinance, or other violent situation, which shall be practiced at least three (3) times in safety drills, with at least one (1) drill requiring pupils to practice securing in the School rather than evacuating. All safety drills shall be conducted in a manner consistent with the School's Emergency Management Plan and shall be made in conjunction with the police chief or other similar chief law enforcement officer in the jurisdiction in which the School resides;
5. A plan to conduct one (1) theoretical safety drill to provide instruction to faculty and staff regarding procedures. The theoretical drill does not require student participation and may be conducted during annual training sessions on safety procedures;
6. The designation of appropriate locations to shelter students in case of a tornado;
7. Instructions in safety precautions to be taken in case of a tornado alert or warning and a plan for the prompt and safe procedure to shelter students in case of a tornado which shall be practiced at least one (1) time per month during the "tornado season" of April 1 to July 31 conducted in accordance with law;
8. Procedures for the safe dispersal of students from School property and, if necessary, a plan for the sequestration of students in a safe place other than the School;
9. Design of a communications system;
10. Procedures to follow whenever any employee becomes aware of an emergency or impending emergency;

11. Cooperation with such local officials and agencies such as the fire marshal and law enforcement, including a procedure for providing at least seventy-two (72) hours written notice to local law enforcement prior to conducting each school safety drill; and
12. Procedures for the Principal or his/her designee to provide a written record to the police chief or similar law enforcement officer of the jurisdiction in which the School is located certifying the date and time each safety drill was conducted in the prior year, no later than December 5 of each school year.

*R.C. 3737.73; R.C. 3313.536; OAC 3301-5-01; OAC 1301: 7-7-04.*

See Appendix 424-A Safety and Health Plan Emergency Drills, Appendix 424-B Emergency Drill Log, and Appendix 424-C Sample Emergency Drill Calendar. See also Policy 428 Bomb Threat Policy.