

EMERGENCY PLANS

Written plans and procedures shall be in place for protecting students, faculty, administrators, and visitors from natural and man-made disasters and emergencies. Such plans will be kept on file in each school building in the district and at the City of Altus Emergency Management Office. An annual report will be presented to the Southwest Technology Center Board of Education detailing the status of emergency preparedness and identifying safety needs for the school district.

Appropriate local agencies will be contacted in regard to disaster assistance as needed in accordance with the district's published *Standard Emergency Operating Procedures*. The district's public information officer shall be responsible for contact with the media as needed.

In case of a disaster, the main school facility will be used as the central office for coordination of activities stemming from the incident. If the school is not available because of the incident, the alternative site will be the Altus Fire Department.

The partner school districts will be contacted and used as a support system to help with contacting agencies, working with staff members, and arranging needed services to aid the school in a crisis. Handout formats are to be used in the event of a disaster.

Decisions to be made by the emergency personnel team should a disaster occur include the following:

1. How the staff, student body, and community will learn of the disaster.
2. How to most accurately and efficiently provide information.
3. Schedule changes.
4. Opening or closing of school and resuming normal routines.
5. Plans for shielding the students of minor age from the media, if needed.

The emergency personnel team shall consist of:

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| Emergency Coordinator: | Campus Director |
| Members: | Superintendent |
| | Director of Student Services |
| | Business and Industry Services Director |
| | Director of Maintenance and Facility Services |
| | Public Information Officer |

**REFERENCE: 63 O.S. §681
70 O.S. §24-100**

EMERGENCY PLANS (Cont.)

CROSS-REFERENCE: **Policy CK, Safety Program**
 Policy CKC, Disaster Drills
 Policy CKC-R1, Fire Drills, Rules and Procedures
 Policy CKC-R2, Tornado Drills, Rules and Procedures
 Policy CKAD, School Security Drills
 Policy CKCA, Emergency School Closings
 Policy CKCB, Bomb Threats

Approved: **September 15, 2003, as policy B-167**