

**CRISIS RESPONSE POLICY**  
(Students )**CRISIS RESPONSE POLICY - PROTOCOL**

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and Emergency personnel, a Crisis Response Plan for the district and an Emergency Medical Response Plan for each school in the district. Plans shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local First Responders along with protocols to clarify when EMS and other emergency contacts will be called.
2. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
3. A method to efficiently direct First Responders to any location on campus, including the location of available rescue equipment.
4. Safety precautions to prevent injuries in classrooms and on the school campus.
5. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

Legal Reference: cf. JFC Appendix 1

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