

POLICY RELATING TO SUPPORT OPERATIONS

EMERGENCY RESPONSE PLAN

The purpose of this policy is to provide guidelines and directions for the development and management of the Emergency Response Plan for the Wachusett Regional School District. The Superintendent will ensure there is a current comprehensive Emergency Response Plan that will be used in all schools and that the plan is updated annually. Principals may enhance the District's Plan with floor maps and school-specific direction. The Emergency Response Plan will be reviewed and approved by District Administration.

PLAN

The complete Emergency Response Plan will be located at each school and District Offices and shall be easily identifiable. A classroom-specific guide will be located in each classroom, office and commonly occupied spaces.

TRAINING

All staff members are to be trained on their individual roles which must be followed during each different type of emergency.

The principal will coordinate with the local Chiefs of Police and Fire to have their respective department staff provide training at the school. Training may include school assemblies for the purposes of showing applicable training videos.

DRILLS

Staff and students will be trained annually on:

Fire Drills - Schools will carry out Fire Drills four (4) times a year, one (1) within three (3) days of beginning of school as directed by their local Fire Chief and as required by M.G.L.

Bus Evacuation Drills - Schools will carry out Bus Drills one (1) time a year within 90-days of the beginning of school, as directed by their local Fire Chief and as required by M.G.L.

Evacuation Drills - Schools will carry out evacuation drills one (1) time per year within 90-days of the beginning of school, in coordination with local Chiefs of Police and Fire. Each school will have a designated "alternate site" where students are to be relocated.

Lock-Down Drills - Schools will carry-out lock-down drills two (2) times per year. One (1) will be completed during the month of September and one (1) will be completed in January.

Severe Weather Drills - Schools will carry-out one (1) Severe Weather Drill during the school-year in preparation for hurricane, tornado or atmospheric event.

School principals and local Police and Fire Chiefs will coordinate combining drills where possible.

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EMERGENCY RESPONSE PLAN (continued)

Legal reference: M.G.L. c. 148, s. 2A, s. 28, MGL c. 71, s. 1, M.G.L. c. 90 s. 7B, M.G.L. c. 69 s. 8A, 527 CMR 10:08, Section 363 of Chapter 159 of the Acts of 2000

First Reading: 03/30/15

Second Reading: 04/13/15

Amendment First Reading: 08/10/15

Amendment Second Reading: 10/20/15

WRSDC Policy 7156