

**EMERGENCIES AND DISASTER PREPAREDNESS**

The Ledyard Board of Education recognizes that the health, welfare and safety of its students and employees are dependent upon sound emergency preparedness planning. All employees of the school system are responsible for promoting student and employee safety, including fire prevention measures and development of a sensitivity among students and employees about the importance of effective emergency procedures. District staff shall be prepared to respond immediately and responsibly to any combination of events which threaten to result in a disaster as well as to a disaster when it occurs.

The essential element in any emergency is the prevention of panic. Building administrators and teachers provide clarity of direction and supervision and maintain needed order to foster appropriate staff and student behavior in emergency circumstances.

Fire alarm systems shall be maintained in good working order, and regular and emergency school exits shall be kept clear of obstacles.

**Emergency Procedures**

The Superintendent shall develop District-wide emergency procedures, known as the District Crisis Intervention School Safety Plan, and building Principals shall maintain specific building regulations and procedures for fire, bomb threats, civil defense, and other emergencies. These plans shall include specific procedures for the safe evacuation of all disabled students and staff members.

Not later than July 1, 2010, the Superintendent, in consultation with building Principals, the School Medical Advisor, and the Administrative Supervisor for Ledyard Regional Visiting Nurses, shall develop an emergency action response plan that addresses the appropriate use of school personnel to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while on school grounds during the normal school day. Additionally, for Ledyard Middle School and Ledyard High School, the emergency action response plan shall cover individuals who are attending or participating in an athletic practice or event while on school grounds at times outside the normal school day.

These emergency procedures shall include the requirement to train students and staff on their required actions in the event of such emergencies. Staff training shall be conducted at the beginning of each school year prior to the first day of class for students. Student training shall be completed on the first day of class in the new school year.

Annually, the Safe and Healthy Schools Committee shall review the District Crisis Intervention School Safety Plan with regard to the adequacy of the emergency procedures.

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**Fire Drills and Crisis Response Drills**

Each school shall hold a fire drill at least once every month during the school year in which all students, teachers and other employees shall be required to leave the school building, except that once every three (3) months a crisis response drill shall be substituted for a fire drill.

The first fire drill of the school year shall be conducted within the first week after the students start the new school year.

The Superintendent, in consultation with the Ledyard Police Department and building Principals, shall develop the format of crisis response drills.

Building Principals shall maintain records of all fire and crisis response drills and shall forward a copy of such records to the Central Office.

**First Aid and CPR**

Each building Principal shall ensure that at least one person who holds a current First Aid and CPR certification is present in each school building at all times during the normal school day.

Related Policies:      1411 – Law Enforcement Agencies  
                                 1412 – Fire Department / Fire Marshal  
                                 3515.1 – Automatic External Defibrillators (AEDs)  
                                 6114.3 – Bomb Threats

Legal References:

Connecticut General Statutes

- 10-220f. Safety committee.
- 10-221. Boards of education to prescribe rules.
- 10-231. Fire drills. Crisis response drills. (as amended by Public Act 09-131)
- 55-557b. “Good Samaritan Law.” Immunity from liability for emergency medication assistance, first aid or medication by injection. School personnel not required to administer or render. (as amended by Public Act 09-59)

Public Act 09-94 – *An Act Concerning the Availability of Automatic External Defibrillators in Schools*

Policy adopted:      November 2, 1994  
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