

Instruction

Emergencies and Disaster Preparedness

All employees of the school system are responsible for doing everything in their power to promote the safety of all of the students at all times.

The Superintendent shall require the Building Principals to maintain working regulations and procedures for fire, civil defense, and other emergencies. At least one person at each school site should be trained in first aid.

Every effort shall be made to maintain the fire alarm system, regular and emergency exits of all buildings, fire prevention measures, and instill a sensitivity among students and employees to the importance of smooth working emergency procedures.

Legal Reference: Connecticut General Statutes

10-231 Fire drills

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Instruction

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Emergency Closings (Other than inclement weather)

1. The Superintendent shall be informed immediately when a school must be closed early.
2. Each K-5 school will maintain a communication system for promptly informing those parents who wish to be notified that their children will be sent home early.
 - a. An update list of people to call (with telephone numbers) shall be maintained by the individual school.
 - b. It shall be the responsibility of each parent to provide the school with three numbers: a home phone number, a business phone number and a number of a person to contact in case of an emergency.
 - c. A written copy of the communication system will be submitted to the Superintendent's office in September of each year.
3. In the event that the parent, guardian or designated contact person cannot be reached, the student shall remain at the school and be supervised by staff. Otherwise, the parent (if contacted) shall be responsible for the student's care.
 - a. Those students whose parents are not contacted will be sent home on buses to be supplied by the contracted bus company.
 - b. Arrangements for extra buses shall be made by the Building Principal and/or the Supervisor of Transportation.
4. Should students be forced to evacuate the building immediately, arrangements will be made to have the students walk to a nearby school or church.
5. Volunteer callers will be supplied with three numbers: parent's home telephone number, parent's work number, and emergency contact person's number.
6. If at all possible, emergency closings will not occur.