

**Emergency
Operations Plan**

The Superintendent authorizes the chief of Police Services to develop and implement an emergency operations plan (EOP) that is promulgated by the Board. The EOP is reviewed annually by the chief of Police Services and the Safe and Secure Schools manager and posted on the District's internal use only website. Each facility director or principal is responsible for establishing an emergency management team that is tasked with incorporating the District EOP to his or her specific location. Each facility team is responsible for the EOP, the safety and security audit, and drills and exercises related to the plan. All plans are required to address the ~~four~~**FIVE** phases of emergency management—mitigation, ~~and~~ prevention, preparedness, response, and recovery—as determined by the commissioner of education and the Governor's Office of Homeland Security (*Education Code 37.108*).

District guidelines for the required drills are as follows:

~~Lockout~~**SECURE**
Drills

~~Lockout~~**SECURE** drills will:

1. Be used for exterior incidents that could jeopardize the safety of students/staff (i.e. civil disturbance, animal control, bee swarms, and the like).
2. Use reverse evacuation to bring students and staff in from outside, lock perimeter doors, and conduct business as usual.

Lockdown Drills

Lockdown drills will:

1. Be used for immediate threats to students, staff and visitors within facility spaces.
2. Include lights off; locked doors; and staff, students, and visitors being out of sight.
3. Be held no fewer than once each semester.

Shelter-in-Place

Shelter-in-place will:

1. Be used to amass students, staff, and visitors in adequate areas of refuge within facility spaces. For severe weather, the area of refuge may be an interior corridor or room. Incorporate "drop, cover, and hold" techniques.
2. Be used for hazardous material releases; an area of refuge may be a classroom, and heating, venting, and air conditioning (HVAC) will be shut off.
3. Be held no fewer than once each semester.

Evacuation Drills

An evacuation means that students, staff, and visitors must exit one or all facility buildings to a safe location on the facility grounds or to an off-site location.

The number of evacuation drills is the same for all schools. State law requires one evacuation drill be conducted for each month that has ten or more available school days in session. The drills must include at least one "obstructed" evacuation drill each semester.

Dismissal of School

Schools may not be dismissed for any reason before the regular closing hour without prior written approval of the Superintendent or designee.

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