

DISASTER PLANS

Written plans and procedures shall be in place for protecting students, faculty, administrators, and visitors from natural and man-made disasters and emergencies. Such plans will be kept on file in each school building in the district and at each local emergency management organization within the district. Annual reports will be presented to the board of education detailing the status of emergency preparedness and identifying safety needs for each school.

With respect to the size of the Commerce School system, there will be one (1) crisis team. The team will be composed of the superintendent, three teachers, a school board member, and three parents. The superintendent will be the team leader and media liaison.

Local agencies, as well as media agencies, will be contacted in regard to disaster assistance when needed.

In case of a disaster, the school will be used as the central office for coordination of activities stemming from the incident. If the school is not available because of the incident, the alternative site will be the Commerce Fire Department.

Decisions to be made by the team and team leaders should a disaster occur include the following:

1. How the staff, student body, and community will learn of the disaster.
2. How to most accurately and efficiently provide information.
3. Schedule changes.
4. Opening or closing of school and resuming normal routines.
5. Plans for shielding the children from the media, if needed.

REFERENCE: **63 O.S. § 681**