

Instruction

Emergencies and Disaster Preparedness

General

All CREC employees are responsible for promoting student and employee safety, including fire prevention measures and development of awareness among students and employees about the importance of effective emergency procedures.

The Executive Director shall develop system-wide emergency procedures, and principals/program directors shall maintain specific building regulations and procedures for fire, bomb threats, civil defense, and other emergencies.

School Security and Safety Committee

Each school year a school security and safety committee shall be established at each school/program. The membership of such committee shall include a local police officer, a local first responder, a teacher, an administrator, a mental health professional, and a parent or guardian of a student enrolled at the school; and may include any other persons deemed necessary, such as a custodian or property manager, a local emergency management director, a local public health director, an information technology manager, a transportation coordinator, or school nurse.

The school security and safety committee shall be responsible for assisting in the development of the school's security and safety plan and for administering such plan.

The school security and safety plan shall be an all-hazards approach to emergencies and shall conform to the security and safety standards developed by the Division of Emergency Management and Homeland Security (DEMHS) of the Department of Emergency Services and Public Protection (DESPP). Such plan shall be reviewed and, if necessary, updated each year, and shall be submitted to DESPP/DEMHS.

cf: 3516 Safety

Legal Reference: Connecticut General Statutes

10-231 Fire drills.

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

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety

Policy adopted: June 18, 2003
Revised: January 20, 2021

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

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Fire Emergencies

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

If a fire, or indications of a fire, such as smoke, unusual heat, smoldering wires, etc., are discovered in any school/program, the Fire Department shall be called immediately following sounding the alarm signal to evacuate the building.

The principal/program director of each school/program shall hold at least one fire drill each month in which all students, teachers, and other employees shall be required to leave the school/program building.

The essential element in any emergency is prevention of panic. Principals/program directors and teachers provide supervision and direction needed to foster appropriate staff and student behavior in emergency circumstances.

1. For fire emergencies or fire drills, principals/program directors shall place in each class a diagram of primary and secondary exits which also indicates where students from that room shall line up outside upon exiting the building; and shall review procedures for fire emergencies and fire drills with staff on the first day teachers return from summer vacation, and as needed thereafter. Secretaries, custodians, aides, and other personnel shall also be included in staff reviews of fire emergency and fire drill procedures.
2. Special fire emergency and fire drill procedures will be developed and reviewed for groups of students in gymnasiums, cafeterias, special classes, etc.
3. Upon hearing the fire alarm, students, staff, and visitors shall exit the building quietly and expeditiously; teachers will check their own classes to ensure that no student remains in the building. Assigned staff will check hallways and bathrooms to ensure all students are out of the building.
4. In a fire emergency or fire drill, the principal/program director or designee shall proceed to a pre-designated location to receive reports from each responsible teacher that all students are out of the building and accounted for.
5. A record shall be maintained of the time required for all teachers and classes to exit the building and the time required for staff to report all students are out of the building and accounted for.

6. Real emergencies often call for alternate exits to be used. Teachers must be prepared to select and direct their classes to these alternate exits in the event the designated escape route is blocked.
7. A record shall be kept in the principal's/program director's office of each fire drill conducted and the times recorded as required in paragraph 5 above. A copy of fire drill records shall also be filed annually in the office of the Executive Director or upon the Executive Director's request.

Bomb Threats

In the event of a bomb threat, the following guidelines will be followed:

- A. Fire and police officials will be notified of the threat.
- B. Students and staff will evacuate the building immediately in accordance with the plan designed by the principal/program director or designee.
- C. The person receiving the threat will immediately notify the principal/program director or designee, who will immediately notify the Executive Director/designee.
- D. The building and/or premises will be searched under the direction of a previously designated fire or police official in conjunction with school personnel.
- E. If a thorough search has been conducted and nothing found, the feasibility of returning students and personnel to the building will be evaluated by a previously designated fire or police official, subject to final approval by the Executive Director/designee.
- F. Investigation of the bomb threat will be made by school officials and local police and fire departments in cooperation with other appropriate agencies.

Emergency Closings

The Executive Director may close the schools, delay their opening, and/or dismiss them early in the event of hazardous weather or other emergencies which threaten the safety or health of students or staff members.

It is understood that the Executive Director will take such action in consultation with partnering school districts and the transportation, police, appropriate town maintenance personnel of the town where the school is located.

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The public will be informed early in each school year of emergency closing, delayed opening, and early dismissal procedures.

In the event of inclement weather, announcements concerning late openings or closings of schools can be heard on local stations designated by the Executive Director. Principals/program directors will notify parents annually of the stations to listen to for such announcements.

First Aid

The Executive Director shall ensure that at least one person at each school/program site holds current First Aid and/or CPR certifications.

Regulation issued: November 18, 2020

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Hartford, Connecticut