

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATIONS No. 805
OPERATIONS**

EMERGENCY OPERATIONS OF SCHOOLS

CRISIS AND EMERGENCY

The Development Committee shall include at least one member of the Board; at least one site administrator; at least one licensed teacher; at least one employee; at least one parent or legal guardian; at least one representative of law enforcement; at least one school resource officer, and at least one representative of a state or local organization for emergency management. The Development Committee may also include a counselor; a psychologist; a social worker; a student in grade 10 or higher; an attorney or judge.

The Development Committee shall develop a plan to be used by the schools within the District in responding to a crisis or emergency. The Committee shall consult with:

- a. Local service agencies and local law enforcement agencies, and
- b. The Director of the local organization for emergency management.

The plan shall include, without limitation, a procedure for:

- a. Assisting persons within the District to communicate with each other;
- b. Assisting persons within a school to communicate with persons outside the school, including, without limitation, relatives of students and employees, the news media and local, state or federal agencies responding to a crisis or emergency;
- c. Immediately responding to a crisis or emergency and for responding during the period after a crisis or emergency has concluded, including a crisis or emergency that results in immediate physical harm to a student or employee of a school;
- d. Assisting students, employees, and relatives to move safely within and away from the school, including a procedure for evacuating the school and a procedure for securing the school;
- e. Enforcing discipline within a school and for maintaining a safe and orderly environment during a crisis or emergency;
- f. Reunifying a student with his or her parent or legal guardian;
- g. Providing any necessary medical assistance;
- h. Recovering from a crisis or an emergency;
- i. Carrying out a lockdown at a school in which persons are not allowed to enter or exit the school;
- j. Providing shelter in specific areas of a school; and
- k. Providing specific information relating to managing a crisis or an emergency that is a result of:
 - i. An incident involving hazardous materials;
 - ii. An incident involving mass casualties;
 - iii. An incident involving an active shooter;
 - iv. An outbreak of disease;
 - v. Any threat or hazard identified in the hazard mitigation plan of the county in which the school district is located, if such a plan exists; or

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- vi. Any other situation, threat or hazard deemed appropriate

The plan developed by the Development Committee shall be presented to the Board of Trustees for adoption, once adopted; the Plan shall be reviewed annually. Notice of the adoption of the plan shall be effectively communicated, and students and staff shall be provided training.

The principal of each school shall establish a School Committee as defined by state law to review and implement the plan. Membership on the School Committee shall include the principal, two licensed employees, one non-licensed employee, a school resource officer, if the school has such an officer, and one parent or legal guardian. Membership may also include a school counselor, school psychologist, licensed social worker, representative of law enforcement, and a student in grade 10 or higher if the school includes grade 10 or higher. The School Committee shall meet annually to review the plan, and in conducting its review, the School Committee shall consult with local social service agencies and law enforcement agencies and the Director of the local organization for emergency management.

If the School Committee determines that the school should deviate from the plan, the committee shall notify the Development Committee and request its permission to deviate from the plan. The Development Committee shall notify the Board of any deviations from the approved plan.

The plan and deviations are confidential and must not be disclosed to any person or governmental agency or political subdivision.

INCLEMENT WEATHER AND/OR SCHOOL EMERGENCY CLOSURE PROCEDURES

If at any time a parent or guardian feels that weather conditions are unsafe to take or send their student to school, the parent or guardian may elect to keep their child home for the day regardless of the District's decision to cancel or delay the start of school. The schools will respect the parent's decision and work with the family to make-up missed school work and/or assignments.

Should it be necessary to delay the start of the school day or to cancel school due to a snow day, natural disaster such as flooding, severe storm, earthquake or lack of heat, water, or electricity, etc., the following procedures will be used to notify school personnel, parents and students:

Timelines:

4:00 – 5:00 AM Current weather conditions are assessed by the Transportation Supervisor and Superintendent. Conditions of city streets, surrounding jurisdictions, school parking lots and sidewalks will be considered. Reports of local conditions by local law enforcement and transportation agencies will be factored into the decision.

5:00 AM The Superintendent will make a final decision by 5:00 AM

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5:15 AM By 5:15 AM or as soon as practicable thereafter, the primary media outlets will be notified by the Transportation Supervisor. The Superintendent will notify the Associate Superintendents of the decision and each will contact the Principals he/she supervises. Principals will notify their individual staff members. As an extra layer of contact, the staff through School Messenger will also receive notice of the closure or delay. The Emergency Response Team (ERT-see attachment) will be mobilized simultaneously.

Primary Media Contacts are:

Reno Radio Representatives

KOZZ 105FM

KOH 780AM

KPTL FM

Nevada Appeal

Reno Gazette Journal

KRNV Channel 4

KNVV Univision TV

KTVN Channel 2

KOLO Channel 8

Carson Now

Twitter

6:00 AM Families will be notified by the Office of the Superintendent of the school closure or delayed start of school through School Messenger

6:00 AM School closure or delay to the start of school will be posted on the District's webpage at www.carsoncityschools.com

The District Office and school offices will jointly respond to phone calls regarding the status of school.

Decision to Close Schools:

- 1) The decision to close schools may be made for either of the following reasons:
 - a. Travel conditions are potentially unsafe at 5:00 AM and are not expected to improve; or
 - b. Acceptable travel conditions exist at 5:00 AM, but weather forecasts or media reports or local authorities are predicting unsafe travel conditions are imminent.
- 2) A decision to close school will be announced as soon as practicable.
- 3) All programs will be cancelled for the day.

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Decision to Delay Opening of Schools:

- 1) The decision to delay the opening of schools may be made for either of the following reasons:
 - a. Travel conditions are potentially unsafe at 5:00 AM and are not expected to improve until later in the morning; or
 - b. Acceptable travel conditions exist at 5:00 AM, but weather forecasts or media reports for local authorities are predicting unsafe travel conditions are imminent.
- 2) A decision to delay opening of schools will be announced as soon as practicable.
- 3) All morning (half-day) pre-kindergarten programs will be cancelled. Principals will adjust the school-day schedule for the shortened school day. Breakfast will not be served.
- 4) If a reassessment of travel, school-building, or weather conditions indicates that schools should remain closed for the day, the delay announcement will be followed by 7:00 AM or as soon thereafter as practicable, with an announcement that schools are closed for the day.

Early Dismissal of Schools:

- 1) The decision to dismiss schools early may be made for any of the following reasons:
 - a. Travel conditions are potentially unsafe;
 - b. Acceptable travel conditions exist currently, but forecasts or media reports, or local authorities are predicting that unsafe travel conditions are imminent; or
 - c. Outside natural or man-made events create an unsafe or undesirable condition inside the school that negatively impacts the learning environment or poses a risk to the health and/or safety of students or staff.
- 2) A decision to dismiss school early will be announced as soon as practicable so that school administrators can adjust schedules, arrange transportation, and make public announcements.
- 3) All afternoon pre-kindergarten, all extended-day and afterschool programs, including interscholastic athletic events, will be cancelled.

Exigent Circumstances:

- 1) Natural or man-made occurrences/disasters that pose an immediate danger to students, staff, and the general public, who may be visiting schools, must adhere to the protocols found in the Carson City School District's Crisis Response Plan.

Personnel Responsibilities:

- 1) School Closures
 - a. Staff members assigned to the Emergency Response Team (ERT) are expected to report to work unless excused by the supervisor. Pay is time and one-half for hours worked and regular pay for the balance of the day if the ERT staff member is sent home.

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- b. Supervisors may request a non-ERT employee to report to work. Under this condition, pay is time and one-half for time worked and regular pay for the balance of the day if the employee is sent home.
 - c. Non-ERT employees who report to work but are not requested to do so by the supervisor may stay at school and work at his/her regular rate of pay.
 - d. When the ERT is activated, all Classified employees who work less than 12 months will be paid for the day, but must either:
 - i. Make up the day. OR
 - ii. Take annual, personal or earned compensatory time-off (CTO) at the supervisor's discretion.
 - e. When the ERT is activated, all 12-month Classified employees who are not ERT and did not work will:
 - i. Take annual, personal or already booked CTO (supervisor discretion)
 - f. If an employee determines that he/she cannot safely report to work in accordance with this regulation, he/she must communicate his/her decision with a supervisor and use a day of annual or personal leave.
- 2) Delayed Opening
- a. The ERT will be activated in the event of a delayed start.
 - b. The Transportation Supervisor must adjust the bus schedules to the delayed start times and inform the drivers and bus aides of the change.
 - c. Staff members who are not part of the ERT are to report to work 15 minutes before student instruction begins and as specified in their regular assignment.
 - d. If a delayed start is called but school offices open on time, non-ERT clerical office staff should report at a reasonable time to support the associated work effort.
- 3) Early Dismissal
- a. The ERT must remain at work until their regularly scheduled dismissal time.
 - b. The Superintendent's Office will initiate a call to parents via the School Messenger system notifying them of the early dismissal.
 - c. The Transportation Supervisor must inform the drivers and bus aides of the change and adjust the bus schedules to the early dismissal time.
 - d. Non-ERT personnel are to remain at the positions until at least 5 minutes after the students have left the building.

Reference: NRS 392.450; 392.600 et. seq.
Adopted: January 12, 2016