## Series 500 – Student Personnel

Policy Title: EMERGENCY PLANS AND THREATS Policy Code No. 504.10

As mandated by state officials, school administrators shall conduct fire and tornado drills during the school year.

Each school attendance center will have an appropriate disaster plan in place.

As soon as a threat is reported to the administration, the school district facility may be cleared or secured immediately. A thorough search will be made by the appropriate school district, city, or county officials, if appropriate. Employees and students shall remain in designated location until it is determined that the danger no longer exists. It shall be the responsibility of the superintendent or designee to file a police report and keep a report of each incident for the school district's records.

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