

No. 712-AR

ADMINISTRATIVE  
REGULATION

TURKEYFOOT VALLEY AREA  
SCHOOL DISTRICT

EMERGENCY AND DISASTER ADMINISTRATIVE PLAN

Policy Guidelines

When initiating emergency action, the following School Board Guidelines should be considered by the District Superintendent:

1. Assume responsibility for the protection of students, employees, facilities and equipment. This responsibility can be relinquished only when directed by the Board of School Directors or when directed by higher authority in accordance with provisions of the District's Emergency and Disaster Plan.
2. Function through the described administrative chain of command. The administrative structure should provide appropriate authority to make action decisions.
3. Deliver students to their homes or other designated destinations during an emergency or disaster as soon as such delivery can be organized in an orderly and safe manner unless directed by official action of higher authority to evacuate to a specific destination or provide for mass care.
4. Provide for release of students to parents insofar as such release can be made in an orderly, safe, undistruptive manner in accordance with controlled release procedures.
5. Communicate with and advise the School Board President about the emergency or disaster as soon as possible. Minor emergencies such as inclement weather, loss of utilities, employee or student disturbances, fire and bomb threats, accidents and breakdown of equipment may be communicated through normal Board-Administration advisement when deemed necessary.
6. Coordinate efforts with other agencies that are affected by the emergency.
7. Maintain facilities and equipment under District jurisdiction until such time as the primary responsibility of utilizing them for the welfare of students has been resolved.
8. Keep accurate records of utilization of District equipment, supplies and facilities for accountability at a later date.

9. Restrict evacuations to the students and employees of the Turkeyfoot Valley Area School District. District students attending the Vocational-Technical Schools, Appalachia Intermediate IU classes, and private school shall be evacuated according to plans prepared by those agencies and shall be the responsibility of those agencies.
10. Communicate with employees, related agencies and the public through an established emergency notification procedure.

Adopted: March 18, 2013