



## **POLICY No. 2120**

### **EMERGENCY PROTOCOLS AND PREPAREDNESS**

#### **STATEMENT OF PURPOSE:**

The School Board of Broward County, Florida (School Board) maintains that the prevention of and preparation for emergency situations are essential priorities to maximize the safety and security of all students, staff, and visitors at all District schools, administrative sites, athletic venues, and other District property. As such, the School Board believes reasonable life-safety efforts are the responsibility of all District part-time, full-time, and temporary staff (staff). The District has adopted and shall continue to adopt and implement, as appropriate, a variety of safety and security measures to enhance the ability of the District and staff to protect and preserve the safety of human life and property. These measures include protocols, procedures, and trainings.

#### **RULES:**

- I. All staff shall exercise reasonable care to comply with all mandatory emergency protocols, procedures, trainings, exercises, and drill requirements for workplace safety, supervision of students, prevention and preparedness for accidents, medical emergencies, fires, natural disasters, and acts of violence.
- II. All staff shall attend all mandatory emergency protocols training(s) and formally document their completion of the training in or through the designated process.
- III. Building administrator(s) of every school and administrative site or their designee(s) shall collaborate with the District's Division of Safety, Security, and Emergency Preparedness department to schedule and conduct emergency drills with the frequency required by statute, District policies, and procedures.
- IV. All staff shall participate in yearly mandatory emergency protocols training(s) at the beginning of each school year, and mandatory ongoing training, via tabletop exercises, throughout the school year to familiarize themselves with the various emergency codes within the District.
- V. Building administrator(s) of every school and administrative site or their designee(s) shall utilize the District's platform for reporting the completion of lockdown/evacuation drills to record the completion of all actual lockdowns, the completion of emergency protocols trainings, the lessons learned, and the areas for improvement to be implemented at the site or recommended for consideration throughout the District.
- VI. All staff shall take appropriate action(s), including initiating a Lockdown, on a school campus should they see, hear, or smell anything that may immediately impact the safety and security of all staff, students, or visitors on campus. There

shall not be an adverse employment action against staff who initiates a Lockdown that does not materialize into an actual threat.

- VII. All staff, volunteers, and contractors shall report all expressed threat(s) or behavior(s) that may represent a threat to the community, school, administrative site, or any individual.

**Policy Custodian:** Office of Safe Schools

**Former Policy Number:** 2120

**Policy Status:** Active

**Authority:** F.S. §1001.41, F.S. §1001.42, F.S. §1006.07(4)

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