



Administrative Regulation 7701

Emergency Management Protocols

SUPERINTENDENT APPROVAL

Responsible Office: School Police, Emergency Management

PURPOSE

The Superintendent has adopted this Administrative Regulation to establish the responsibilities and procedures for implementing Board Policy 7700, Emergency Management. It outlines the expectations for all District personnel in preparing for, responding to, and recovering from emergencies and crises, ensuring the safety and security of students, staff, and visitors.

DEFINITIONS

1. "Crisis" means a traumatic and sudden event or emergency condition that: involves violence; profoundly and negatively affects or will affect students and/or employees; occurs on the property of a school, at an activity sponsored by a school or on a school bus while the bus is engaged in its official duties; and may involve serious injury or death.
2. "Emergency" means an occurrence or threatened occurrence for which action is necessary to save lives, protect property or to protect the health and safety of persons, or to avert the threat of damage to property or injury to persons, on the property of a school, at an activity sponsored by a public school or on a school bus while the bus is engaged in its official duties.

REGULATION

1. Emergency Operations Plan (EOP) Implementation – Schools
 - a. Each District school shall maintain a site-specific Emergency Operations Plan (EOP) utilizing the School-Based EOP template provided annually by the Emergency Management Department.
 - b. Site administrators are responsible for ensuring the school's Safety Team reviews and updates their EOP annually.
 - c. A copy of Appendix O – School-Based Emergency Operations Plan Meeting document, which documents the school's Safety Team planning meeting, shall be emailed to the District's Emergency Manager annually.

2. Training and Drills

- a. All school employees will participate in annual emergency preparedness training, including orientation to the site-specific EOP, conducted by the school's Safety Team.
 - i. Staff assigned to the School Incident Response Team (SIRT) shall receive additional training specific to their roles and responsibilities for their assigned position.
- b. Monthly emergency drills (e.g., evacuation, lockdown, earthquake) shall be conducted during the school year following the schedule in the Emergency Drill Guide. These drills shall be documented in accordance with the instructions stated in the Emergency Drill Guide.
 - i. During drills SIRT will be activated as needed for the drill to test their knowledge in their role and to practice how they function during a drill.
 - ii. Staff who are not part of the SIRT will demonstrate their understanding of their role during an emergency.

3. Communication and Notifications

- a. Staff must follow established communication protocols during emergencies, including timely notification to parents/guardians and District leadership.
- b. Each site shall maintain updated emergency contact lists and ensure access to communication tools during a crisis.

4. Crisis Response and Recovery

- a. In the event of a crisis, staff shall follow the guidelines outlined in the EOP.
- b. Site administrators shall coordinate with the appropriate District departments to initiate recovery efforts (academic, physical, fiscal, and psychological and emotional).
- c. Counseling and support services shall be made available to affected students and staff.

5. Roles and Responsibilities

- a. **District Emergency Manager:** Oversees the development, review, and approval of all EOPs; chairs the Emergency Planning Committee. Conduct training activities.

- b. **Site Administrators:** Ensure EOP compliance, creation and chairing of the School Safety Team, lead emergency drills, and coordinate site-level response and recovery.
- c. **All Employees:** Know their emergency roles, participate in training and drills, and respond appropriately during incidents.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

- 1. This Administrative Regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 7700 Emergency Management.
- 2. This Administrative Regulation complies with Nevada Revised Statutes (NRS):
 - a. NRS Chapter 388.229 – 388.266, and 392.450.

REVISION HISTORY

Date	Revision	Modification
12/30/2025	1.0	Adopted