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**SECTION: Operations**

**SUBJECT: Emergency Operations Plan**

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**REPLACES: N/A**

**REVISION NUMBER/DATE: N/A**

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RAM Academy shall have a comprehensive Emergency Operations Plan. The School Leader shall be responsible for establishing an Emergency Response Team which will be responsible for the initial writing and for reviewing and updating the plan annually by October 1 of each year.

The school's Emergency Response Team will be responsible for conducting training for staff on the Emergency Operations Plan and emergency procedures on an annual basis, with refreshers for new staff as a part of new staff orientation.

**Fire Drills.** State law requires a fire drill be conducted during the first week of school and thereafter at least one fire drill each month.

**Tornado Preparedness Drill.** The North Carolina Division of Emergency Management and National Weather Service mandates that all schools develop tornado preparedness plans and drills.

**Lockdowns.** Schools may go into lockdown in an emergency and/or when law enforcement officials determine events they are investigating in the community near a school warrant,

Levels of Lockdown:

1. *Community lockdown*

Exterior doors of the school are locked.

No one is allowed to enter or exit the building until the all-clear announcement is given.

The school operates "business as usual" with the exception of no outside activities.

2. *Code Red lockdown*

Used when an intruder is thought to be on campus.

Exterior doors of the school are locked.

No one is allowed to enter or exit the building until the all-clear announcement is given.

Classroom doors are locked, lights are turned off and students are moved to a safe place within their classroom.

Annually the school shall conduct a minimum of two emergency practice drills other than fire drills (e.g., one lockdown and one severe weather drill).