

A plan for emergency dismissal of staff and patrons during the service center day shall be developed by the executive director and approved by the board. A copy shall be filed with the clerk and procedures for dismissal shall be given to staff at the beginning of each year.

The service center will not be dismissed early because of an emergency when the safety of staff and patrons is better served by remaining at the service center.

Service Center – Closing Announcements

When the executive director believes the safety of staff is threatened by severe weather, health or safety concerns, or other circumstances, staff shall be notified of service center closings or cancellations by phone.

Bomb Threats

If there is a bomb threat or similar emergency, the executive director shall see that staff are escorted to a safe place. The executive director shall notify law enforcement agencies of the threat and request a thorough inspection of the buildings and grounds. Other contingencies as noted in the crisis plan shall be followed.

If it is determined that no danger exists to the staff's safety and if there is time remaining in the service center day, business shall be resumed.

Planning for Emergencies

Each program director shall develop appropriate emergency procedures which shall be included in the service center's crisis plans. As appropriate, portions of the crisis plan developed shall be held in strict confidence by staff members having direct responsibility for implementing the plan.

Approved: SCKESC Board of Directors 11/05/2008, 1/13/2021,