

# Board Policy

Code No. 507.5

## EMERGENCY PLANS AND DRILLS

In the event a threat to student and staff safety is communicated to the school or learned by school officials, the school will follow established internal procedures to ensure the safety of students and staff. This procedure will be conducted in cooperation with local law enforcement officials and the superintendent's office. Building administrators will annually review this procedure with office staff so that proper procedures are followed.

Students will be informed of the action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year.

### Annual Drill Schedule

<b>Bus Safety Drill</b>	Two - One before December 31 and one after January 1
<b>Hold</b> – Clear the Halls	One
<b>Evacuate</b>	
Fire Drill	Four - Two before December 31 and two after January 1
Evacuate	One – Walk to evacuation site or law enforcement evacuation
<b>Family Reunification</b> (District)	One – On-site and off-site alternate years
Evacuation by Bus (District)	Every other year - During off-site family reunification drill
<b>Lockdown</b> – Locks.	Two - One before December 31 and one after January 1
Lights. Out of sight.	With local law enforcement every other year
Run! Hide! Fight!	One
<b>Secure</b> – Get inside,	Two - One before December 31 and one after January 1
Lock the doors,	
Business as usual	
<b>Shelter</b>	
Tornado Drill	Four - Two before December 31 and two after January 1

Each school site will develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and reviewed with employees. Employees will participate in emergency drills. Staff are responsible for teaching students the proper techniques to be followed in the drill.

School district personnel shall participate in emergency drills.

Legal Reference: [Iowa Code § 100.31](#)

Cross Reference: 507 Student Health and Well-Being  
711.7 School Bus Safety Instruction  
804 Safety Program

Approved: August 1, 1988

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