

## ALL-HAZARD PLANS

The Board of Education recognizes its responsibility for providing a safe environment for students and for staff. An All-Hazard Plan, addressing the multiple risks faced by the District staff, students, and facilities will be maintained. All-Hazard Plans will include prevention and mitigation, preparation, response, and recovery phases.

The Superintendent shall be responsible for the implementation of the overall District All-Hazard Plan. The administrator of each District facility shall be responsible for implementing All-Hazard plans kept in that facility.

Complete, All-Hazard Plans shall be kept in each building by members of the building's Incident Command Team and at the District level, by the District Incident Command Team. Crisis Procedure Kits, containing procedures and information needed immediately in a crisis, shall be kept in every classroom, office, and work area.

The contents of the Crisis Procedure Kits shall be clearly communicated and periodically reviewed with building staff by the building administrator. Students shall be instructed about their role in the crisis procedure plans by building staff, as designated by the building administrator.

### STUDENTS AND STAFF WITH SPECIAL NEEDS

In facilities housing students or staff who might need special assistance in an emergency situation, including:

- Persons with special needs
- English Language Learners
- Persons with health concerns

The administrator shall include provisions for these students or staff in the building's All-Hazard plans to ensure their safety and well-being. Confidentiality of student and staff information will be maintained as required by law.

### DRILLS

Employees shall participate in crisis procedure drills. Students will be informed of the action to take in a crisis situation. The building administrator shall be responsible for instructing the proper techniques to be followed in drills.

### INCIDENT COMMAND SYSTEM

Each school and the district will designate and use an Incident Command team to manage emergency situations. Positions to be filled in each school are at minimum: Commander, Operations/Students Leader, Operations/Facilities Leader, and Logistics Leader. The District Incident Command Team will include the following positions: Commander, Operations/Students Leader, Operations/Facilities Leader, Logistics Leader, Planning Leader, Finance Leader, and Public Information Officer. Backups will be designated for all Incident Command positions.

### SAFETY TASK FORCE

Safety planning for the District will be coordinated by the Building Safety Chair Committee, with assistance from the Safety Task Force, a community-based committee. Suggested Safety Task Force membership includes representatives of the Black Hawk County Emergency Management, Black Hawk County Health Department, Waterloo

### POLICY

## 802.1

Police Department, Waterloo Fire Rescue, Evansdale Police Department, Allen Memorial Hospital, MercyOne, the Red Cross, Black Hawk Grundy Mental Health Center, school administrators and staff, parents, including parents of children with special needs, a member of the Board of Education, representatives of local private schools, post-secondary institutions, local business and industry, and others with special expertise or interests in school safety.

Legal Ref.: Iowa Code § 100.31.  
281 I.A.C. 41.25(3).

Cross Ref.: 802.1-R1 All Hazard Crisis Plan  
802.1-R2 Threats of Violence

ADOPTED: 3/14/94  
1/24/00  
5/14/07  
6/11/12

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