

ALL HAZARD CRISIS PLAN

ALL HAZARD CRISIS PROCEDURE PLAN

1. The District will develop and maintain a Crisis Procedure Kit, easily accessible to staff, addressing immediate actions to be taken in the case of fire, severe weather, injury, threat from an intruder, chemical release, or other disturbances or crisis conditions.
2. The District Safety Officer will review and update this plan at least every two years in collaboration with the Safety Chairs Committee.
3. Administrators and supervisors will review the contents of the Crisis Procedure Kit with all building staff annually, no later than 2 weeks after the start of school.
4. In the case of new employees who begin work after the annual review of the Crisis Procedure Kit specified in #3 above, the building administrator will review the Crisis Procedure Kit within 2 weeks after the start of their employment.
5. Each employee will sign a Crisis Procedure Review form verifying this annual review of the Crisis Procedure Kit. The Review forms shall be forwarded to the Building Safety Chairs immediately after the review.
6. Substitutes and student teachers will be oriented to the Crisis Procedure Kit by the building administrator or designee.

DRILLS OF CRISIS PROCEDURES

1. Fire and Tornado Drills

The State Fire Marshal and designated subordinates require all private and public school officials and teachers to conduct not less than four fire drills and not less than four tornado drills in all school buildings during each school year when school is in session. No fewer than two drills of each type shall be conducted between July 1 and December 31 of each year and no fewer than two drills of each type shall be conducted between January 1 and June 30 of each year.

It is required by Iowa Law that written records be kept of the date and time of day drills are held. The number of minutes and seconds it takes to empty the building in case of a fire drill should also be included in the records.

2. Bus Evacuation Drill
Each school will conduct two bus evacuation drills each school year.
3. Lockdown Drill
Each school will conduct lockdown drills each school year, with the participation of all staff and students.
4. Evacuation to the Alternate Site Drill
The entire staff of each school will meet annually at the Alternate Site to review plans for evacuation to that location.

5. Missing Child Drill (elementary schools only)
Each elementary school will conduct a missing child drill annually with staff within two weeks of the start of school.
6. Table Top Exercises
Each school will conduct two 15-minute table top exercises with staff annually on topics of particular importance to that group.

IDENTIFICATION OF SAFETY CONCERNS

At any time, employees are urged to report any safety issues needing attention to the building Safety Chair. The Safety Chair will facilitate identification and resolution of safety concerns. The District receives an annual audit by the Fire Marshal and periodic reviews by other entities such as its insurance carrier.

ACCESS CONTROL

To maximize the security of both occupants of the building and their property, it is essential to limit access to District facilities to authorized persons only. All buildings will develop and implement procedures to control access by

1. limiting the number of doors open during any given period to the absolute minimum required for the functioning of the building; only one door should remain unlocked for entrance during the school day.
2. requiring identification of visitors to the building during the school day
3. requiring all visitors to the building to sign in and out and to wear a visitor's badge while in the building
4. locking unused areas of the building

COOPERATION WITH SECURITY PROCEDURES AND EQUIPMENT

All staff and students will cooperate with security procedures and equipment, including

1. Escorting any visitor without a visitor's badge to the office
2. Using only the approved entrance to the building, while the remaining entrances are locked during the school day
3. Not defeating security mechanisms, e.g., by blocking doors open
4. Using approved parking areas and driving lanes
5. Reporting any violations of these procedures to the building principal or supervisor.

BUILDING DESIGN AND CONSTRUCTION

1. To the greatest extent possible, materials and designs which enhance occupant safety will be used for building renovations and construction.
2. Signage will be used that facilitates clear communication to users of the building and to emergency responders.

LANDSCAPING

The use and placement of plant materials in school property will be designed to support safety and security.

ALTERNATE SITE

Each building administrator will arrange for a facility off of the school campus to which students and staff can be evacuated. An agreement with the Alternate Site will be renewed annually by the building administrator. The plan for student supervision and use

ADMINISTRATIVE REGULATION

of the Alternate Site's facilities will be reviewed with the person(s) responsible for the Alternate Site so that expectations are agreed upon by both parties.

FAMILY REUNION SITE

In some cases, the District will arrange for a facility off of the school campus at which students and their families can be reunited in case of a major crisis event. Agreements with possible Family Reunion Sites will be secured and maintained by the District Safety Officer.

COMMUNICATION

Parents will be informed as to the general safety plans of the District and how they may support those plans.

CONFIDENTIALITY OF PLAN DETAILS

Any safety plan information, the release of which could jeopardize the safety of students or staff, will be kept confidential by the District. Confidential information includes, but is not limited to, floor plans, evacuation routes, procedures to evaluate threats, and specific response plans.

BUILDING SAFETY COMMITTEES

Each building will have a Safety Committee that is responsible for identifying safety issues and monitoring their remediation. The membership will include the building's Incident Command Team, but should also include parents, other staff, and at the high schools, students. The Safety Committee will meet at least quarterly and will make a report to the building administrator of their findings and recommendations.

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

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