

Code No. 507.5

EMERGENCY PLANS AND DRILLS

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year. At least four fire drills and four tornado drills must be conducted each school year. Two drills of each type must be conducted between July 1 and December 31 and two drills of each type must be conducted between January 1 and June 30.

Each attendance center shall develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and reviewed with employees. The emergency plan shall include:

- assignment of employees to specific tasks and responsibilities;
- instructions relating to the use of alarm systems and signals. If combination visual and auditory warning devices do not exist, the plan shall include specific provisions for warning individuals with hearing impairments;
- information concerning methods of fire containment;
- systems for notification of appropriate persons and agencies;
- information concerning the location and use of fire fighting equipment;
- specification of evacuation routes and procedures;
- posting of plans and procedures at suitable locations throughout the facility;
- evacuation drills which include the actual evacuation of individuals to safe areas;
- an evaluation for each evacuation drill.

Employees shall participate in emergency drills. Licensed employees shall be responsible for instructing the proper techniques to be followed in the drill.

Legal Reference: Iowa Code § 10A.522

Cross Reference: 711.7 School Bus Safety Instruction

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