

Standard Response Protocol and Safety Drills

Standard Response Protocol

The Standard Response Protocol is implemented in cooperation with local law enforcement and other emergency response providers. The Superintendent, in cooperation with local law enforcement agencies, shall develop and maintain a plan giving direction to staff.

Standard Response Protocol

The Standard Response Protocol will include:

- Secure is the protocol used to safeguard students and staff within the building.
- Lockdown is the protocol used to secure individual rooms and keep students quiet and in place
- Evacuate is used to move students and staff from one location to a different location in or out of the building
- Shelter is the protocol for groups and self protection.
- Hold is the protocol for avoiding disruption in the hallway or other part of the school.

The District will annually train employees in responding according to the four components of the SRP above. The training will include; orientation, drills, and tabletop simulation. These training requirements will be outlined in every building level emergency response plan.

Building level emergency response plans will be updated annually and will include the components of standard readiness and emergency management plans, as developed and recommended by the National Association of School Psychologists.

The plans will include:

- Identification of School Command Post
- Performance of Operational Checks
- Assignment of School Crisis Roles utilizing the School Incident Command System (ICS)
- Designate and Review Inside Safe Assembly Areas
- Designate On-Site Outside Safe Assembly Areas
- Identify and Contact Two Off-Site Emergency Evacuation Locations
- Check the Crisis Team/Administrator Go-Kit and the Nurse's Medical Kit
- Identify Emergency Evacuation Staging Areas for Individuals Needing Evacuation Assistance

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- Identify Individuals Needing Evacuation Assistance and Develop Individualized Evacuation Plans
- Establish a Crisis Team Meeting, Exercise and School Drill Schedule for the Upcoming School Year.

Emergency Response Drills

Evacuation/Fire: The principal of each building shall develop a fire exit evacuation/fire plan to evacuate the building in emergencies. The plan shall include the requirement that at least one fire exit evacuation/fire drills shall be held during the first two weeks of each school year, and at least two additional fire exit evacuation/fire drills shall be spaced appropriately throughout the school year. The principal shall have a plan to document that all students are accounted for at the time of each drill. The principal shall maintain a record of each drill.

In auditoriums, gymnasiums and similar areas of assembly with a capacity of more than 300 people, an audible announcement shall be made prior to the start of each program to notify occupants of the location of the exits to be used in case of fire or emergency. An exception to the required announcement shall be student assemblies.

Shelter/Hazard: Each building principal shall formulate a tornado severe weather shelter safety plan to maximize the safety of all building inhabitants in the event of a possible tornado, severe weather, flood or other hazard outside of the building. At least four tornado or severe weather Shelter/Hazard drills will be held in each building when school is in session each school year. The District may require additional drills such as flood evacuation drills, if conditions are warranted. No less fewer than two of these drills shall be conducted between July 1 and December 31 of each year, and no less than two tornado drills shall be conducted between January 1 and June 30 of each year.

Secure and Lockdown: No less than two lockdown drills, one lockout and one evacuation drill shall be conducted each year during predetermined weeks.

Buildings Used as Public Shelters

In the event of natural disasters or other extreme emergencies, the District's buildings may be used as public shelters. This use will be in conjunction with the City of Council Bluffs' written disaster plan.

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Hazardous Chemicals

A program to inform and educate employees about hazardous chemicals in the workplace shall be developed and implemented by the Superintendent. The program shall include:

1. Procedures to make written information about hazardous chemicals accessible to all staff.
2. Training to make all present and new employees knowledgeable about the location of and access to this information.
3. Training of all present and new employees in the safe use and handling of hazardous chemicals.
4. Procedures to evaluate new materials and to inform all appropriate staff about the introduction of new hazardous chemicals.
5. Evidence that the required training has taken place.
6. Other requirements of Iowa Law or applicable Federal laws, rules and/or regulations.

Cross References: _____

Legal References: Iowa Code 100.31

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