

Safety education and accident prevention are important to everyone concerned with our schools, not only as a protective measure during school hours, but also as an instructional means of developing appropriate behavior to minimize accidents.

Every reasonable effort shall be made to comply with all facets of the Occupational Safety and Health Act, the Iowa law, and other applicable state and federal laws.

The administration of the safety program shall be under the direction of the superintendent of schools or the superintendent's representative.

1. The District has a Safe School Plan which follows a model recommended by the U.S. Department of Education emphasizing Preparedness, Prevention, Protection Response and Recovery to ensure student and staff safety before, during and after a crisis. The Safe School Plan is an all-hazards plan addressing the multiple risks faced by District staff, students, and facilities. The District's Safe School Plan uses the concepts and principles of the National Incident Management System (NIMS) including the Incident Command System (ICS) which provides a standardized approach for incident management. The community-based District Safety Committee will coordinate and oversee planning and implementation of the Safe School Plan. The administrator of each District facility shall be responsible for implementing the District Safe School Plan for their facility.
2. Emergency drills shall be conducted as delineated in the Safe School Plan.
 - a. *Fire Drills:* Not less than four fire drills are to be conducted during each school year with not less than two fire drills conducted between July 1 and December 31 and not less than two fire drills shall be conducted between January 1 and June 30 of each year.
 - b. *Tornado Drills:* Not less than four tornado drills are to be conducted during each school year with not less than two tornado drills conducted between July 1 and December 31 and not less than two tornado drills shall be conducted between January 1 and June 30 of each year.
 - c. *Dangerous Intruder Drills:* Not less than one dangerous intruder drill is to be conducted during each school year.
 - d. *Shelter in Place Drill:* Not less than one shelter in place drill is to be conducted during each school year.
 - e. *Off Site Evacuation Drills:* Not less than one off-site evacuation drill is to be conducted every other school year.

3. The Safety Patrol Program will be under the immediate supervision of the building principal at the elementary level. The function of the patrol is to facilitate pupil traffic on sidewalks and at school crossings.
4. A record shall be kept of all reportable accidents occurring during all school activities and investigations shall be conducted in depth on any unusual accidents, in accordance with all laws in effect.
5. Threats to the safety of persons in any District owned or operated facilities or grounds, shall be dealt with through procedures outlined in the District Safe School Plan implemented by the principal of the building, supervisor, or the principal's designee. Assistance may be requested from non-school sources, and the office of the superintendent of schools shall be notified of any substantive threat. Building searches or similar actions shall be determined and organized in accordance with the factors impacting the situation at hand.
6. School bus safety measures shall include classroom instruction as a part of the K-6 program, bus driver supervision, district requirements for conduct while riding buses (basic rules are cited in Board of Education Policy 603.2), and regular school bus evacuation drills. Such bus evacuation drills shall be conducted on each regular route at least one time during each semester.

Conduct detrimental to the safety of students riding district school buses shall result in removal of school bus privileges or other appropriate measures.

7. The District adopts, maintains, and revises procedures, plans and information concerning security procedures and emergency preparedness information for the protection of District employees, visitors to the District, students and other persons in the care, custody, or under the control of the District and for protection of property under the jurisdiction of the District, the disclosure of which could reasonably be expected to jeopardize such employees, visitors, persons, or property. The District shall keep information related to the security procedures, emergency preparedness, and vulnerability assessments confidential to the full extent permitted by law.

Without limiting the generality of the preceding paragraph, it is the policy of the District to effectuate its security and preparedness measures by maintaining as confidential the following information, records, and classes of records:

- a. Information directly related to vulnerability assessments;
- b. Information contained in records relating to security measures such as security and response plans, security codes and combinations, passwords, restricted area passes, keys, and security or response procedures;
- c. Emergency response protocols;

- d. Computer and computer network information which, if disclosed would assist persons to gain unauthorized access to confidential materials related to this policy;
- e. Records or information regarding routines, practices, and procedures of security personnel, security contractors, or other persons responsible for the protection of persons or properties of the district;
- f. Information contained in records that, if disclosed would significantly increase the vulnerability of critical physical systems or infrastructures of a government body to attack; and,
- g. Continuity of Operations and other long-term recovery plans that, if divulged, could be used to deploy secondary devises or secondary attacks.

Date of Adoption: September 18, 1978

Dates of Revision: October 24, 1983
January 8, 1990
April 14, 1997
May 10, 1999
April 28, 2003
June 18, 2007
April 7, 2014