

OPERATIONAL SERVICES

SAFETY PROGRAM - EMERGENCY PLANS

The Superintendent or designee shall develop a plan of fire, civil defense, and tornado warning, protection, and evacuation for each school building. This plan shall be distributed at the beginning of each school year to each teacher. There shall be full participation school evacuation drills during the regular school term. Three school fire drills shall be conducted, one in September and two more during the year to avoid forgetfulness of procedures and routes. The goal is to secure rapid evacuation of the building in an orderly manner and without panic, injury, or loss of life, in the event of an actual fire.

The teaching, custodial, and office staffs shall be well rehearsed prior to the beginning of each school term to assure their familiarity with designated functions, primary and alternative evacuation routes, and varying conditions. Substitute teachers shall likewise receive instruction about their responsibilities.

The Superintendent will assign to a member of his staff the responsibility of monitoring the effectiveness of fire drill performance in each building.

Procedures will be developed for use in the event of a severe weather incident, including a tornado warning. In general, pupils will be kept in the buildings in pre-designated safety areas. At least once during each academic year, a severe weather and shelter-in-place drill will be conducted at each school building that house school children.

The safety of all individuals shall be the primary consideration in dealing with suspicious items. Procedures shall be developed cooperatively with fire and law enforcement agencies.

Once during each academic year, a law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students will be conducted at each school building that house school children. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel.

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act and the Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education.

LEGAL REF.: School Safety Drill Act 105 ILCS 128/20(c)
 29 IL Admin.Code Part 1500

Adopted: March 10, 1983
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