

506.11R1 Disaster Drills and Disaster Planning - Administrative Regulations**Disaster Plans**

In the event of a disaster that occurs on the school site, in the schoolhouse, or in the vicinity of a school building, during school hours, the principal shall provide for the immediate protection of the school occupants.

Principals have the authority to release children to their homes or to safety areas previously designated by their parent/guardian when this is determined to be the safest action.

Principals will maintain an up-to-date file for each pupil, indicating the area named by parents as a designated safety area and to which the parent has instructed the child to go. An accurate accounting of every pupil released will be maintained at the school.

Principals shall follow the directions of civil defense, police, or other appropriate officials when it is determined that a school site should be evacuated.

Drills

The principal of each building shall hold the prescribed number of fire and tornado drills as prescribed by Iowa Code - two drills of each type in each semester of the school year. Each building shall have on file an emergency exit/evaluation plan. Each classroom space shall have a sign indicating the proper emergency exit route.

Instructors should always carry their class record books with them during alarms and drills and attendance will be checked to be certain each child has left the building.

Bomb Threat Procedures

Do not divulge that a bomb threat has been received.

When call is received:

- Remain calm.
- Do not try to anticipate what caller will say.
- Do not interrupt caller except to ask direct, pertinent questions such as:
 - Where is bomb placed?
 - When will it go off?
 - What does it look like?
- Try to determine if the caller is familiar with the building.
- Be alert for any background sounds that would help locate the caller (music, cars, people, traffic, etc.).

- Note distinguishing voice characteristics (loud, accented, stuttered, deep nasal, laughing, emotional, etc.).
- Try to determine age and sex of caller (is it a student?).
- Prolong the conversation as long as possible.
- Immediately after call, write out the entire message so that important details are not forgotten.
- Notify principal or other administrative personnel if the principal is unavailable. The principal will notify the police and fire department, superintendent, school custodian and the Director of Facilities and Grounds.

Evacuation Plan (if needed)

- Principal will determine need to evacuate the building.
- Teachers will assist in the evacuation of students (take list of students and verify students upon arriving at a safe distance.
- If evacuation becomes necessary, the evacuation should be an appropriate distance from the building.

Search Procedure

- An immediate search begins:
 - Administration, with assistance of the police and fire personnel, will begin a search of the building.
 - The administration and custodian will accompany the police and/or fire personnel to provide access to building space.
- The search must be thorough, including those areas that are locked and unavailable to the public. If the caller indicates the area in which the bomb is located, this area should receive immediate attention. Tight security must be maintained in each area until entire search is completed.
- If what appears to be a bomb is found, DO NOT TOUCH IT. Clear the area and isolate object by closing doors.

Reports

- The principal will be informed verbally as the situation progresses.
- A written report will be prepared later describing the incident, procedures, and actions taken.