**Policy Booster: Emergency Procedures & Preparedness**

Iowa law requires that all public and accredited nonpublic schools develop and maintain a high-quality emergency operations plan. [SF 2364 Security Plans](https://www.legis.iowa.gov/docs/publications/LGE/87/SF2364.pdf) was enacted in the 2018 Legislative Session and mandates several details about the security plans; the board is required to consider any recommendations of the DE relating to the development the plan and consult with local emergency management coordinators and local law enforcement agencies in the development of the plan. It’s likely your plans have already been developed and your board has met those requirements. This policy addresses the ongoing requirements of the law, including that the board is required to; annually review the plan, ensure that emergency drills occur at least once annually in each school building, determine which staff participate in the drill and determined whether students and local law enforcement also participate in the drill.

This policy is recommended best practice, and although not mandated by the state, it will clearly convey board expectations for confidential protection of security plans and require that the district attend to the requirements mentioned above.

We suggest you include these updates in the 800 series section of your board policy manual, at least in the ISFIS Policy Starter Manual, it would go in that section titled: Warning System and Emergency Plans.

**Sample Draft Policy**

We’ve attached redlined and clean versions of our sample Board Policy 806 Warning System and Emergency Plans to this Policy Booster for your reference. Contact [margaret@iowaschoolfinance.com](mailto:margaret@iowaschoolfinance.com) with questions.

***The “dot your I’s and cross your T’s” disclaimer:*** *This Policy Booster is not a substitute for legal advice, but rather, the impetus to get the local ball rolling. Check with your local school attorney and consider the impact this policy will have on other policies, handbooks, bargaining agreements, administrative procedures and forms in the district.*

**806 Warning System and Emergency Plans (Changes Tracked)**

The school district shall maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. The system shall be maintained on a regular basis under the maintenance plan for the school district buildings and sites. Students shall be informed of this system. Each classroom and office shall have a plan for helping those in need of assistance to safety during an emergency. This shall include, but not be limited to students and employees with disabilities. Licensed employees shall be responsible for instructing students on the proper techniques to be followed during an emergency.

Iowa law requires that all public and accredited nonpublic schools develop and maintain a high-quality emergency operations plan. Records containing district security procedures and/or emergency preparedness information are considered confidential records under Iowa Code Section 22.7, if disclosure could reasonably be expected to jeopardize students, employees, visitors, systems, or property. The records or class of records which are covered by this Iowa Code provision include, but are not limited to, records containing information directly related to vulnerability assessments; information relating to security measures; emergency response protocols; security codes and combinations, passwords, keys, and records containing information that, if disclosed, would significantly increase the vulnerability of attack to the critical systems or infrastructures of the district.

The board requires that at least once per school year, an emergency operations drill based on the emergency operations plan be conducted in each individual school building in which students are educated. The plan shall determine which staff and students are involved in the drill, the nature of the drill, and shall identify procedures for school personnel, parents, and guardians to report possible threats to the safety of students or school personnel on school grounds or at school activities.

The board and authorities shall annually review the security plan and procedures as required by Iowa law.

**806 Warning System and Emergency Plans (Clean Version)**

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