

## BUSINESS PROCEDURES

**Policy Title: Warning System & Emergency Plans**

**Code No. 804.2**

The school district will maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system is maintained on a regular basis under the maintenance plan for school district buildings and sites.

Students are informed of this system according to board policy. Each classroom and office will have a plan for helping those in need of assistance to safety during an emergency. This will include, but not be limited to, students and employees with disabilities.

Licensed employees are responsible for instructing students on the proper techniques to be followed during an emergency. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code § 100.31 (2003).

Cross Reference: 507 Student Health and Well-Being  
711.7 School Bus Safety Instruction  
804 Safety Program

Adopted January 16, 2006  
Revised \_\_\_\_\_