

## FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds shall be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection shall be reported to the board at its annual meeting. Further, the board may conduct its own inspection of the school district buildings and sites annually.

Legal Reference: Iowa Code § 279.8 (2005).

Cross Reference: 802 Maintenance, Operation and Management

Approved October 2005

Reviewed January 2007

Revised March 2007

## WARNING SYSTEM AND EMERGENCY PLANS

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

Students shall be informed of this system according to board policy. 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. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Crisis Emergency Plans are not open to the public for review in the interest of security and safety for employees, students, visitors, and parents.

Legal Reference: Iowa Code § 100.31 (2005).

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

Approved October 2005

Reviewed January 2007

Revised March 2007

## FIRST AID

The board encourages employees to be trained in emergency first aid care and cardio-pulmonary resuscitation (CPR). The school district may provide a program annually for those employees who wish to learn or update emergency first aid care.

Legal Reference: Iowa Code §§ 279.8; 613.17 (2005).

Cross Reference: 403.2 Employee Injury on the Job  
507.4 Student Illness or Injury at School

Approved October 2005

Reviewed January 2007

Revised March 2007

## FACILITIES SECURITY

To protect the school district buildings and sites and equipment, the facilities shall be locked when school is not in session. When school activities or public activities are held in the school district facilities, only the appropriate doors, as determined by the superintendent and the building principals, shall be unlocked for access to the school district facilities.

It shall be the responsibility of employees and users of the school district facilities to abide by this policy.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2005).

Cross Reference: 401.9 Use of School District Facilities & Equipment by Employees  
709 Insurance  
905.3 Use of School District Facilities & Equipment

Approved October 2005

Reviewed January 2007

Revised March 2007

EMPLOYEE SAFETY INSERVICE

The administration and custodians may conduct inservices for employees to review safety practices and accident prevention.

Crisis Emergency Plans are not open to the public for review in the interest of security and safety for employees, students, visitors, and parents.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2005).

Cross Reference: 804 Safety Program

Approved October 2005

Reviewed January 2007

Revised March 2007

## BOMB THREATS

As soon as a bomb threat is reported to the administration, the school district facility should be cleared immediately. A thorough search will be made by the appropriate school district or law enforcement officials. Employees and students shall remain outside the school district facility until it is determined that danger no longer exists.

It shall be the responsibility of the superintendent to file a report or keep a report of each incident for the school district records.

Legal Reference: Iowa Code § 279.8 (2005).

Cross Reference: 804 Safety Program

Approved October 2005

Reviewed January 2007

Revised March 2007

## ASBESTOS CONTAINING MATERIAL

Friable and nonfriable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with nonasbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

The school district will annually notify, appoint and train appropriate employees as necessary.

Legal Reference: 20 U.S.C. §§ 3601 *et seq.* (1994).  
40 C.F.R. Pt. 763.84 (2002).  
Iowa Code §§ 279.52-.54 (2005).

Cross Reference: 403.4 Hazardous Chemical Disclosure  
802 Maintenance, Operation and Management

Approved October 2005

Reviewed January 2007

Revised March 2007