

Emergency Operations Plans and Drills

It is the policy of the Dubuque Community School District to maintain emergency plans and conduct regular training on emergency protocols. Each school will develop and maintain a written plan containing emergency and disaster procedures. Staff and students will be informed of the appropriate action to take in an emergency.

The District shall work in conjunction with community stakeholders, including local emergency management coordinators and local law enforcement agencies, to create emergency operations plans for all District buildings and school buildings where students are educated. The Superintendent, or designee, shall be responsible for the development, review and implementation of District emergency operations plans. Plans shall include procedures for transmitting alerts regarding emergency situations to school personnel, students, and employers for non-school employees whose presence is regularly required in the school building. Emergency operations plans shall be updated and reviewed annually by the Board and shall address responses to natural disasters, active shooter scenarios and other emergencies as determined by the District. Emergency operations plans are confidential and shall not be subject to disclosure under Iowa Code Chapter 22.

Emergency drills for fire, weather, bus evacuation, and active-intruder situations are conducted each school year for staff and students. Fire and tornado drills must be conducted regularly during the academic school year with a minimum of two of each before December 31 and two of each after January 1. Bus evacuation drills must be conducted regularly during the academic school year with a minimum of one before December 31 and one after January 1.

Active-intruder training with students and staff must be held at each school at least once within 30 days after the first day of the school year and again within 30 days after the first day following winter break. Superintendent, or designee, has the authority to grant an extension of the 30-day timeframe for active-intruder training due to extenuating circumstances.

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