

## OPERATIONAL SERVICES

### Emergency Plans and Drills

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for **fire incidents**. A representative from local fire/rescue shall be present to observe and provide feedback on at least one of these drills.
2. One **bus evacuation** drill.
3. One **severe weather** drill to address and prepare students and school personnel for possible tornado incidents. A representative from local fire/rescue shall be present to observe and provide feedback on the drill.
4. One **law enforcement drill** to address a school shooting/targeted school violence incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel. A representative from local law enforcement shall be present to observe and provide feedback on the drill.

At the beginning of each school year the Building Principal shall distribute to each teacher a plan of fire, civil defense and disaster drills in the building.

Both planned and unannounced emergency drills shall be implemented annually, and in the presence of students, staff, and representatives of local first responder agencies (e.g., police, fire).

The Superintendent may assign to a member of his staff the responsibility of monitoring the effectiveness of performance in each drill situation in each building.

All emergency response plans shall be reviewed annually with the administrative team, leadership of the collective bargaining unit, and representatives from local first responder (e.g., police, fire) agencies.

As parents may not be at home when an emergency arises, it shall be the policy to retain students and teachers at the school building (or alternate location) in case of extreme emergency where less than one (1) hour of warning time is known. The District will inform parent(s)/guardian(s) regarding how and when to pick up students.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12, and 5/18-12.5.  
105 ILCS 128/, School Safety Drill Act  
29 Ill.Admin.Code Part 1500.

**APPROVED: JULY 9, 2020**  
**RE-ADOPTED: OCTOBER 10, 2023**