

EMERGENCY EVACUATION MANAGEMENT AND PREPAREDNESS OF SCHOOLS

~~The Board of Education recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.~~

~~The Board authorizes a system of emergency preparedness which shall ensure that:~~  
*The Board of Education recognizes that its responsibility for the safety of students and staff requires emergency management and emergency preparedness procedures for all public schools in the District, including emergency notification procedures for life-threatening emergencies, including, but not limited to, fires; natural disasters; bomb threats; weapon-use and hostage situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms; and exposure as a result of a manmade emergency and that such emergencies are best met by preparedness and planning.*

*The Superintendent or its designee shall develop, and revise as necessary, a School Safety Plan to provide for the safety and welfare of the students and staff, as well as a system of emergency preparedness and accompanying procedures that provide for the following:*

- A. *A listing of the commonly used alarm system response for specific types of emergencies and verification by each school that drills have been provided as required by law and fire protection codes;*
- B. the health and safety of students and staff are safeguarded;
- C. the time necessary for instructional purposes is not unduly diverted;
- D. minimum disruption to the educational program occurs;
- E. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. *Any aspect of the emergency preparedness plan and/or procedures that are included in the School Safety Plan shall remain confidential and exempt from public records disclosure in accordance with State law.*

*The Superintendent or its designee, as part of the development of the emergency preparedness plan and procedures, shall further review and implement Policy 7440.*

List of Emergency Response Agencies

The emergency response agencies that are responsible for notifying the District for each type of emergency are as follows:

- A. Fires: Geneva Fire Department, Elburn/Countryside Fire Department;
- B. National Disasters: Red Cross, Geneva Fire Department, Elburn/Countryside Fire Department, Kane County Emergency Management, Geneva Police Department, Kane County Sheriff's Department;
- C. Bomb Threats: Kane County Sheriff's Department, Geneva Fire Department, Geneva Police Department;
- D. Weapon-Use and Hostage Situations: Kane County Sheriff's Department, Geneva Police Department;
- E. Hazardous Materials or Toxic Chemical Spills: Geneva Fire Department, Geneva Police Department, Kane County Sheriff's Department, Elburn/Countryside Fire Department;
- F. Weather Emergencies, Including Hurricanes, Tornadoes, and Severe Storms: Kane County Emergency Management, Geneva Emergency Management Association;
- G. Exposure as a Result of a Manmade Emergency: Kane County Emergency Management, Geneva Police Department, Kane County Sheriff's Department, Geneva Fire Department, Elburn/Countryside Fire Department.

In accordance with State law, annually each building in the District that houses school children must conduct a minimum of three (3) school evacuation drills to address and prepare students and school personnel for fire incidents. The building principal will contact the local fire official to schedule participation of the local fire official for one (1) of the three (3) fire drills.

Annually, the Board or its designee shall conduct a minimum of one (1) review of each building's emergency and crisis response plan, protocols, and procedures and compliance with the District's school safety drill program (105 ILCS 128 Section 25). During each academic year, each building in the District that houses school children must conduct one (1) law enforcement drill to address a school shooting incident. Law enforcement drills may be conducted on days and times when students are not present in the school building.

**BOARD OF EDUCATION  
GENEVA COMMUNITY UNIT  
SCHOOL DISTRICT #304**

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The Superintendent *or its designee* shall develop administrative guidelines for the handling of all emergency evacuations *and compliance with State law regarding the District's school safety drill program (105ILCS 128/1 Illinois School Safety Drill Act).*

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12/11/2006 Adopted  
11/24/2014 Revised to Policy  
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