

Safety Drills

Orientation programs for employees and students must include instruction in the school emergency plan, the Standard Response Protocol, Safe2Tell, and the use of emergency equipment. Particular attention will be given to:

1. How to activate a fire alarm.
2. Where the nearest fire extinguisher is located for each classroom.
3. A classroom review of primary and secondary evacuation routes.
4. The proper use of the red and green cards for student and staff accountability.
5. The response requirements for a Lockdown and a Lockout.
6. The response requirements for sheltering in place for a tornado and for a hazardous material contamination.

Back to school orientation programs shall be conducted, to the extent possible, to educate parents on the Standard Response Protocol, Safe2Tell and school safety protocols.

Emergency evacuation maps, provided by the district, and the Standard Response Protocol, in English and Spanish, will be posted near the interior classroom door in every classroom.

A drill schedule will be submitted to School Dude at the beginning of the school year. All drills with the exception of the May fire drill are to be completed by the end of April. The following drills will be completed by:

1. Lockdown – the first drill completed within the first quarter, second drill in the beginning of the third quarter.
2. Lockout – completed within the first quarter.
3. Shelter in Place – the first drill completed within the first quarter, second drill in the beginning of the third quarter.
4. Fire drill – the first drill will take place within the first 10 days of the new school year. Fire drills will be held monthly thereafter. Fire drills should not be scheduled on the last day of the month.

All staff, visitors and Pre-K through 12th grade students must participate in the execution of all drills.

To the extent possible, drills shall be conducted throughout the year at unexpected times and unannounced to staff and students.

A fire drill report form (EBCB-E) will be completed and submitted to Operations and Maintenance after all fire drills. Special attention will be made to equipment, alarm systems, exits or other circumstances which in any way compromise the complete safety of the school.

Adopted: 1981

Revised: February 8, 1984

Revised: May 23, 1984

Revised: June 11, 2014

Reviewed: November 11, 2015

REFERENCE: District Procedure 700-10