

## **STUDENTS**

### Safety Related Drills

Schools shall conduct no less than one safety-related drill each month that school is in session. Schools shall complete no less than one drill using the school mapping information system, three drills for lockdowns, one drill for shelter-in-place, three drills for fire evacuation in accordance with the state fire code, and one other safety-related drill to be determined by the school. Schools should consider drills for earthquakes, tsunamis, or other high-risk local events. Schools shall document the date and time of such drills.

Principals shall be in complete charge of all matters pertaining to organizing and conducting emergency drills in the building, and shall be responsible for the efficiency of the drill and all corrective actions or punishments taken for violation of the rules and regulations. Principals are also responsible for notifying custodians and lunchroom personnel that in case of an actual fire, the ventilating systems, oil burners, gas meters, ovens, etc., are shut off.

Teachers shall be in charge of their respective classes. They will issue all commands relative to participation in the emergency drills except as delegated by them to aides. Unless otherwise assigned, teachers should lead their classes to the designated outside stations and immediately report to the principal if any student is unaccounted for after a visual check of students.

Only the building principal or designee has the authority to sound an alarm for the purpose of a drill. Instructions for evacuation and lock downs must be given to all students during the first week of school. It is particularly important that kindergarten children, or any children new to the schools, be given instructions in emergency drill procedures for the building.

Emergency drills are held to familiarize the occupants of a building with the emergency procedures so that in case of emergency there will be no hesitation or confusion.

These drills are for the safety of all persons involved, and each person must realize that the success of the drill is dependent upon his/her actions and cooperation. Therefore:

1. All persons in the building must take part in designated drills.
2. Every emergency drill should be considered as a warning of an actual emergency.

Drills should be executed at irregular times of day or evening so as to eliminate any possible distinction between a drill and an actual emergency situation, and shall be executed without advance announcement to building occupants.

Every building shall have written building emergency plans. Plans and procedures for emergency drills shall include, but not be limited to the following provisions.

1. Emergency evacuation directions shall be posted in each room of the building.

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2. Special provision shall be made for removal of disabled and physically handicapped persons from the building.
3. All occupants of the building--pupils, teachers, and other school personnel without exception--shall, at the beginning of each school year, be given full and explicit instructions on emergency drills in order that they have a clear working knowledge of emergency drill directions and rules.
4. Instruction and practice in ways to meet such emergencies as blocked exits and blocked stairways during exit drills shall be provided teachers and pupils.
5. A building staff member shall be designated to call the district emergency number (5090) to report a drill or actual emergency.
6. In an actual emergency, the building staff member shall call 911 to report the emergency.

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