SAFETY PLANS AND DRILLS

Code **EBCB** *Issued* **MODEL/21**

The district is committed to providing a safe learning environment that supports academic achievement. School safety is a community issue that requires collaboration between the administration, emergency response agencies, parents, and the community.

The district will collaborate with state and local law enforcement, fire, and emergency management agencies.

The board directs the superintendent or his/her designee to implement plans and procedures in accordance with this policy.

School Security

For security reasons, classroom doors shall remain closed and locked while students are present in the classroom during an assigned instructional or enrichment class period. A classroom door may remain ajar but shall be locked in the following circumstances:

- While students are actively entering and exiting the classroom during arrival, dismissal, or class exchanges;
- During a class period to aid in a classroom teacher's ability to supervise students conducting individual or group work in a hallway or pod directly adjacent to the classroom; or
- When a staff member is alone in the classroom with a single student.

An operable school window may only be opened in the case of an emergency.

All staff members shall be issued a district employee identification badge that must be visibly displayed at all times while on district property.

The superintendent or his/her designee shall provide schools with procedures for the proper management and screening of visitors and volunteers entering a school during school hours.

Annually each principal/program director or designee will complete a facility security plan that must address the specific manner in which school staff will secure a school's exterior doors and gates. At no time shall an exterior door or gate be propped open or otherwise unsecured in a manner inconsistent with the facility security plan unless authorized by the principal and the unsecured exterior door or gate is actively and constantly supervised by a staff member located directly adjacent to the door or gate.

Security Assessments

The district will conduct routine security assessments of each school building to assess the physical and procedural security measures in place. These routine assessments will evaluate, at a minimum, whether or not appropriate perimeter doors, gates, and windows are closed and locked; classroom doors are closed and locked pursuant to the requirements of this policy; and employees within the facility have a visibly displayed employee ID card. Deficiencies noted during a security assessment will be communicated to the responsible school or district leader for corrective action.

(see next page)

Fire Safety Assessments

The district will conduct routine fire safety assessments for each building/facility owned by the district. Documentation will be maintained and made accessible to the fire code official during an inspection.

The routine fire safety assessments should address the following systems when present in the school/district facility: the automatic fire sprinkler systems, fire detection and alarm systems, fire-rated assemblies, emergency lighting, emergency power supply system generators, portable fire extinguishers, emergency responder radio enhancement system, smoke and heat removal systems, and commercial kitchen requirements. The routine fire safety assessments will also address restrictions regarding decorations and interior finishes, electrical safety, laboratories, entry/egress, storage, and occupancy.

Staff members will be informed of and shall comply with restrictions regarding decorations and interior finishes, electrical safety, laboratories, entry/egress, storage, and occupancy.

Fire Safety Inspections

The district will coordinate with the local fire departments or fire code officials responsible for code enforcement. The district will identify the external entities that will be performing routine fire inspections for each facility, if they exist, and the frequency at which each facility will be inspected, presuming such a commitment can be secured from the applicable fire code official(s).

Evacuation Plans and Drills

The district will implement plans and conduct drills for evacuating or locking down facilities in emergency situations. Plans will include safety measures for indoor and outdoor assemblies, events, and gatherings (e.g., recess) detailing crowd management and security. Safety drills will be conducted throughout the school year in accordance with state laws and regulations. District staff will fully cooperate to carry out all drills and will train students in prompt and orderly evacuation.

Fire drills

Schools will conduct fire drills at least monthly. The first fire drill should occur within ten (10) days of the start of the school year.

Active shooter/intruder drills

Schools will conduct, at a minimum, two (2) active shooter/intruder drills each school year (one each semester). The district will utilize a nationally recognized training method that will be conducted in a developmentally appropriate manner for all participants. All drills will be inclusive and necessary accommodations for participants with disabilities will be provided. To the extent possible, all school personnel will participate in active shooter/intruder drills. All personnel will receive active shooter/intruder and security training, at a minimum, twice per year.

Severe weather/earthquake drills

Schools will conduct, at a minimum, two (2) severe weather/earthquake drills each school year (one each semester).

Construction and Renovation

Staff will refer to policy FB, *Facilities Planning*, when renovating and constructing buildings and campus access to ensure compliance with state standards and specifications. Maximum occupancy requirements will be followed at all times.

Adopted ^

Legal References:

A. S.C. Code of Laws, 1976, as amended:
   1. Section 59-17-160 - Model fire and safety policy and program guidelines; posting requirement.
   2. Section 59-63-910, *et seq.* - Required public school drills.

B. S.C. State Board of Education Regulations:
   1. R43-166 - Student and school safety; emergency and disaster plans.

C. Other References:
   1. 2020 Model Fire and Safety Program Guidelines.