

EMERGENCY DRILLS PROCEDURES

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Rescinds Policy Number: EBBC-R

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The Superintendent shall ensure that fire and other emergency drills are planned by the Principal to assure safe and orderly movement of students and staff to the safest available building or outside area for assembly. It shall be the duty of each Principal to conduct drills appropriate for responding to various emergencies.

Fire Drills:

It shall be the duty of the Principal to conduct a fire drill during the first week after opening school and at least one fire drill each month thereafter where children are assembled. Fire drills shall be conducted at different times of the day and include all students and staff with the use of various ways of egress to simulate evacuation under various conditions. When the alarm is sounded students and staff are to quietly and orderly exit and return ONLY when the "All Clear" signal is given. Teachers shall carry roll books with them to confirm student safety.

Each Principal shall file a written report each month with the Superintendent. This report shall state the date of the fire drill, time consumed in evacuating each building and the inspection has been made as prescribed for fire safety by the Commissioner of Insurance, Superintendent of Public Instruction and the State Board of Education.

Lockdown Drills:

Lockdowns are used when there is danger in or nearby the school/facility and students and staff need to be protected from that danger.

Principals shall:

1. develop lockdown drills to protect students and staff from an inside or outside threat;
2. provide lockdown training, communication cards and exercises for staff and students;
3. utilize a simple uniform message for communicating a lockdown;
4. practice a lockdown drill each quarter with one of the drills monitored by law enforcement for assessment.

Tornado Drills:

Principals are responsible for locating the most tornado safe areas in their schools (i.e. away from windows, glass cases, exterior doors, cafeterias, gymnasiums or auditoriums) and preparing emergency plans to be used during tornado drills and warnings. Each school shall participate in the Severe Weather Awareness Week each spring by conducting a Tornado Drill.

During tornado warnings and drill practice students should kneel on the floor facing the corridor walls with legs drawn up underneath and head covered with their hands. Coats and jackets could be used to cover heads, arms and legs to reduce the number of injuries from flying glass or debris.

Exterior doors leading into the tornado resistant areas should be opened against the adjacent wall. Students should be located as far as possible from all exterior walls in corridors, particularly if they contain windows or doors.

For safety reasons, during actual emergency conditions, students and staff shall be retained at the school buildings. Parents shall be encouraged and requested not to come to the school premises to pick up their children during an emergency. Buses shall not be made available for transportation until authorization by the Superintendent or designee. During actual emergency situations, ambulances, fire-fighting, law enforcement and other authorized vehicles shall have priority in the vicinity of the school.

Legal Reference: N.C. G. S. 115C-288, -525