

Related Entries: (Not identified at this time)

Site Procedures for Emergency Egress Drills

The principal of each school shall be responsible for enforcing the following emergency egress drill procedures:

- (1) The principal shall conduct at least two emergency egress drills within the first 30 days of each new school year. Thereafter, emergency egress drills shall be conducted at least once every month that the school is in session. Lock Down/Active Shooter Drills shall be conducted in addition to, and as often as other drills, not less than one per month. Additionally, all Active Shooter Drills and Hostage Situation Drills shall be conducted in such a way as to be developmentally appropriate and age-appropriate. All drills shall include the use of alternate routes of egress and safe zones and will be conducted in compliance with the provisions of State Board of Education Rules and District Emergency Operations Plans.
- (2) The principal shall invite a representative from the appropriate local fire district to assist in the development of the evacuation routes and safe zones used in evacuations, and to be present for emergency egress drills. Floor plans of the school shall be provided to the representative in support of evacuation procedures.
- (3) The principal shall develop plans for and conduct emergency drills for fires, chemical spills, natural disasters, bomb threats, and other threats to students' safety based on the guidelines defined in the District Emergency Response Plan.
- (4) The principal shall designate specific staff to be responsible for calling 911 if emergency personnel are needed, but any teacher or staff member may notify the office of an emergency requiring a Lock-Down and then call 911. Refer to Emergency Operations Plans.
- (5) A written report of each emergency egress drill shall be entered into the web based Drill Tracking System found on the Safety and Security Department website and a copy retained at the school site.
- (6) The principal, the teachers and the non-instructional staff of the school shall formulate a base emergency evacuation plan designed to familiarize the occupants with all means of exit, particularly emergency exits that are not generally used during the normal occupancy of the building.
- (7) Diagrams shall be posted in each occupied area clearly indicating emergency exits, alternate evacuation routes and assembly points.

- 46 (8) The principal shall plan and assign duties to staff members, for the prompt and orderly
47 evacuation of school buildings, in accordance with the provisions of State Board of
48 Education Rules.
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- 50 (9) Each teacher shall bring his/her class lists when evacuating their classroom.
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- 52 (10) Each teacher shall ensure that all students are out of the classroom and adjoining
53 bathrooms and immediately report to the building administrator any students under
54 their control but not assigned to their class.
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- 56 (11) The principal shall identify and report in writing to the Safety and Security Department
57 and the Maintenance Department any hazardous condition (discovered during any
58 evacuation) requiring corrective measures.
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61 **STATUTORY AUTHORITY:** 1001.42, 1001.43, 1006.07, 1013.12 1013.13 F.S.; NFPA
62 101S. 14.7.2.3, 15.7.1 and Section 5, SREF

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