

Emergency Drill Procedures and Guidelines

Any MESD program, kindergarten through grade eight, or any program with an average daily attendance of 50 or more students, is required to instruct and drill students on emergency procedures so that the students may respond to an emergency without confusion or panic. The emergency procedures shall include drills and instruction on fires, earthquakes, tsunamis and other emergencies applicable to school safety. The building administrator and Safety Committee are responsible to provide emergency drills and procedural guidelines.

Drills and instruction on fire emergencies or others shall include routes and methods of exiting the building.

Drills and instruction on earthquake emergencies shall include, to the extent possible, methods of “drop, cover and hold on” during the earthquake.

At least 30 minutes in each school month shall be used to instruct students on fire or earthquake and tsunami dangers. At least two drills on earthquakes shall be conducted each year. All others shall be scheduled by the building administrator and Safety Committee.

All programs shall maintain all exit doors so that the doors can be opened from the inside without a key during school hours.

Documentation of monthly fire drills will be reported by the building administrator/Safety Committee using the form provided in EBCB-AR(2). All documentation shall be submitted annually to the superintendent’s office no later than June 30 and also maintained in the school office.