

REGULATION**REGULATION****EMERGENCIES****(Emergency Drills)**

Emergency drills will be scheduled and conducted at least once each week during the first four (4) weeks of the school year, ~~and at least once each month during the school year by the school administrator.~~ During the first four weeks of the school year, each school shall conduct one shelter in place drill that includes preparation to respond to an active shooter, one evacuation drill and two fire drills. During the rest of the school year, each school shall conduct at least four more emergency drills, at least two of which shall be fire drills. The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to a designated position or location. ~~Two (2) drills shall be shelter in place drills, one (1) shall be an evacuation drill and the remainder shall be fire drills.~~

Types of Drills

- Fire Drills – All students, staff and visitors leave the building to designated areas on the campus.
- Shelter-in-Place Drill – All students and staff remain in classrooms (or offices) with doors locked; classroom activities continue as appropriate.
- Lock-Down Drill – All doors are locked with lights off; students and staff move to a place where they are not visible from windows.
- Evacuation Drill – Plans are in place for *all* students and staff to completely evacuate the campus in an actual emergency but only designated staff and designated students are actually moved to an off-campus site during a drill.

The following rules and procedures will be complied with in all schools:

- Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room.
- A distinct alarm signal will be used for emergency drills only; another signal will be established by the principal for return to class.
- No student or staff member is to remain in the building during emergency drills.
- All persons should exit according to their posted evacuation routes and proceed to assigned locations a safe distance away from the building.
- It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
- The teacher will be responsible for:
 - Maintaining order during the evacuation.

- Taking the grade book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the principal, who shall promptly notify the Superintendent.
- A report stating the date and time that the drill was conducted, and the time required to complete the evacuation will be made.

The fire department (if one [1] is maintained within the District boundaries) shall be requested to attend for instruction and constructive criticism.

GADSDEN INDEPENDENT SCHOOL DISTRICT

07/20/12