



ADMINISTRATIVE DIRECTIVE

3.40.070-AD

Emergency Plans, Drills and Instruction

I. Emergency Plans and Procedures

The District requires all schools, charter school programs and community based organizations currently contracted with the district to maintain and update on an annual basis site specific school/program emergency response plan (SERP), instruct and drill students and staff on the plan's emergency procedures so that the students and staff can respond to an emergency without confusion or panic. The emergency procedures shall include the following:

- A. Drills and instruction on fires, earthquakes, and safety threats
- B. Primary and secondary evacuations sites designated in the emergency response plan. The assembly areas must be located outside the building.

III. Emergency Drills

A. General

An emergency drill is an exercise performed to train staff and students and to evaluate the efficiency and effectiveness in responding to and carrying out emergency procedures. Upon the conclusion of every drill, schools must conduct a debrief of the emergency drill with all staff or designated key staff members and document an improvement plan to address any deficiencies noted during the drill. Unplanned activations or activations made necessary by an emergency signal (fire, evacuation, lockdown) by any other emergency shall not be substituted for a required emergency drill. Every district site with 50 or more students shall perform the following emergency drills during the stated calendar month:

- ” Fire Drills (within 10 days of school start and then every month thereafter)



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- ” Secure Drills (November)
- ” Lockdown Drills (within 30 days of school start or September, March)
- ” Team Response Drills (January)
- ” Earthquake Drills (October, April)

B. Fire Drills

The first emergency fire evacuation drill of each school year must be conducted within 10 days of the beginning of classes. All schools with K-2 above the first floor will conduct weekly fire drills during the first four weeks of the school year. The Fire Inspector may require additional fire drills during their inspections. All teachers, volunteers and staff on the second floor will receive special training in the safe exiting of younger students. A minimum of one fire drill shall be conducted each month at all school sites while school is in session. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building. Fire drills shall be conducted at varying times and under varying conditions to simulate conditions that could occur during a fire or other emergency. For this reason, pre-notification to staff members of planned fire drills is not recommended. A minimum of two fire drills during a school year must be conducted during non-class time. In the event of fire, the building should be completely evacuated of all persons and 911 should be notified.

C. Secure Drills

Secure drills and instruction shall include appropriate action when there is an unsafe situation outside of the school building that would require students and staff to be brought inside the building and the building perimeter

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