

Program directors and coordinators shall be responsible for scheduling and conducting emergency drills as required by law and for ensuring students and staff are instructed in the procedures to follow during the emergency drill and in an actual emergency.

The program director shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Although plans for evacuation are essential, the state fire marshal may grant exemptions to the number or manner of drills required by law with regard to students receiving special education or related services upon request.

The program director shall conduct briefings with the staff concerning the emergency plan.

Each teacher shall explain relevant portions of the plan to students under their jurisdiction prior to a date established by the program director. Within one week thereafter, the program director shall conduct a surprise drill. Other drills shall be held at times determined by the program director.

The four fire drills and three crisis drills required by law may be scheduled at any time during the school year. However, the two tornado drills required, shall be conducted in September and march. All these drills must be conducted by each site during school hours and cannot be made part of regular dismissal at the close of the school day.

Each emergency drill plan shall be reviewed by the program director and executive director and filed with the clerk.

Approved: SCKESC Board of Directors 11/05/2008, 8/2020

COPY