

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, MD 21042

Circular No. 15  
Series 2014-2015

August 26, 2014

Chief Operating Officer

Emergency Drills

TO: All Staff

FROM: Camille Jones, Chief Operating Officer

School administrators bear important responsibilities for establishing and implementing effective emergency procedures. Two legal requirements, Section 7-408, Education Article of the *Annotated Code of Maryland*, and C.O.M.A.R. 13A.02.02.01-.04 – Emergency Plans and Board of Education Policy 3010, Emergency Preparedness and Response, require schools to develop and conduct drills.

Section 7-408 and Policy 3010 Implementation Procedures, both require at least **10 fire drills** every school year and at least one fire drill every 60 days at every public school. **Fire drills require evacuation** of the school. Principals are to implement fire drill schedules as follows:

1. The first fire drill of the year shall be held as early as reasonably possible after the opening of school, preferably within the first five days and then at least every 60 days thereafter.
2. All drills are to be conducted in the manner that would be followed if a fire actually occurred.
3. Drills shall involve all pupils, staff, and visitors in the school. Each drill should be regarded as an exercise in pupil control and building management for all personnel. Drills shall be analyzed and repeated as often as is necessary, until satisfactory performance is achieved. **Ten drills** are required.
4. Drills shall be executed at different times of the day and under varying circumstances.
5. The essential facts relative to each drill shall be recorded promptly thereafter.
6. Fire drill / alarm procedure:
  - **Notify** the Fire Department that you are having a fire drill before pulling the alarm.
  - **Call** the Fire Department back after the drill has been completed. **Ask** the Fire Department if they received the alarm. If no, **report** to Building Services that the alarm is not being received by the Fire Department.

The C.O.M.A.R. regulation, referenced above, refers to school emergency plans and procedures such as lockdown, shelter in place, and request and release procedures. HCPSS emergency plans

state **six** such drills are to be conducted each school year. Principals are to implement such drills as follows:

1. Drills shall be conducted in conjunction with a fire evacuation, or tabletop, exercise.
2. All drills are to be conducted in the manner that would be followed if an emergency actually occurred.
3. Drills may involve all staff and students or address a particular function of the emergency plan when conducting a fire drill, e.g., student/parent reunification procedures.
4. Drills shall be executed at different times of the day and under varying circumstances.
5. The essential facts relative to each drill shall be recorded promptly thereafter.
6. Emergency drill / alarm procedure:
  - **Notify** the Fire Department that you are conducting an emergency drill before pulling the alarm.
  - **Call** the Fire Department back after the drill has been completed. **Ask** the Fire Department if they received the alarm. If no, **report** to Building Services that the alarm is not being received by the Fire Department.

In addition to the above legal reference, HCPSS Policy 3010, Emergency Preparedness Response defines the process and establishes criteria by which the school system responds to situations. Questions on conducting drills should be directed to the Office of Safety, Environment, and Risk Management, 410-313-6739.

Attached to this circular is the form which has been developed for recording and reporting drills. One copy should be maintained in the school office, during the course of the year, with each drill recorded as it occurs. At the end of the school year, and not later than **June 30**, two copies of the total record should be prepared and signed by the principal, with the original being scanned and **emailed** to Camille Jones, Chief Operating Officer, and one copy being retained for the school's files.

CJ/RAM/bvm

Attachment

**HOWARD COUNTY PUBLIC SCHOOLS - EMERGENCY EVACUATION PLAN  
STAFF TRAINING & DRILL SCHEDULE 2014-2015**

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Principal**

<b>Drills</b>	<b>Date of Drill</b>	<b>Day of Week</b>	<b>Time of Drill</b>	<b>Type of Drill/Training Provided</b>	<b>Evacuation Time</b>	<b>Remarks</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
Emergency Plans (refer to <i>requirement</i> in circular)						
1.						
2.						
3.						
4.						
5.						
6.						

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Principal**

*Forms are due to the Chief Operating Officer by June 30, 2015.*