

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

Circular No. 12
Series 2019-2020

August 6, 2019

Chief Operating Officer

Emergency Drills

TO: All Staff

FROM: Scott W. Washington, Acting Chief Operating Officer

School and Support Facility administrators are responsible for establishing and implementing effective emergency response procedures. The Code of Maryland Regulations (COMAR) sets forth two legal requirements for fire drills and emergency planning. Section 7-408 Fire Drills and 13A.02.02 require educational institutions to conduct such drills. In addition, the Occupational Health and Safety Act (OSHA), part 29 CFR 1910.38, requires employers to have and maintain Emergency Action Plans (HCPSS Emergency Operations Plan); and Board of Education Policy 3010 Emergency Preparedness and Response provides guidance for implementing drills at each school.

To comply with federal and state law, schools will conduct the following drills:

- 5 Evacuation drills
- 2 Reverse evacuation drills
- 2 Active assailant drills
- 2 Severe weather drills
- 1 Shelter in place drill
- 1 Lockdown drill
- 1 Duck, cover, hold drill

One evacuation drill shall take place during the first week of school and the lockdown drill shall occur within the first two weeks. The remaining drills will occur at the rate of four drills per quarter during the first three quarters of the school year and two drills during the last quarter. The schools will announce each drill to participants. Schools are required to submit notification of the drill to safety@hcpss.org a minimum of 24 hours in advance of the event.

The Office of Safety and Security will provide a drill packet containing scenario, script, appropriate training materials, and specific guidance on the conduct of the drill as appropriate.

To ensure that support facilities comply with federal and state laws, each facility will conduct the following drills:

- 1 Evacuation Drill
- 1 Active Assailant Drill

Drills are an important part of preparing for an emergency. The drills may test a specific aspect of our Emergency Operations Plan and may:

- Consist of a tabletop exercise, a facilitated discussion, or a full-scale test of a specific emergency response capability.
- Involve all students and staff or a portion of the facility occupants.
- Address a particular function of the Emergency Operations Plan, such as student/parent reunification.
- Be executed under varying circumstances and at different times of the day, including lunch.

Notification and reporting are critical to the success of each drill conducted. Below are the minimum requirements that each school and support facility will perform when conducting a drill:

- Notify 911 non-emergency, 410-313-2200 or 410-313-2929, that the school or support facility is conducting a drill prior to pulling the fire alarm.
- At the conclusion of the drill, call 911 non-emergency back to report all clear, 410-313-2200 or 410-313-2929, and verify that they received the alarm signal at the dispatch center. If they did not receive the signal, immediately enter a work order into School Dude and notify Building Maintenance of the issue. In addition, notify the Office of Safety and Security of the issue via email at safety@hcpss.org.
- Using the attached drill record, note information as required for each drill conducted during the course of the school year.

Attached to this circular are the Drill Schedule and Record Form. Maintain the original Record Form at the school or support facility for record keeping purposes and update the [Emergency Procedures and Evacuation Drill Record](#) form after each drill is conducted. Forward a copy of the completed and signed Record Form to the Office of Safety and Security via email to safety@hcpss.org by June 30.

Additional information may be found on the Safety University [Emergency Preparedness and Response](#) page in Canvas. Direct any questions or concerns to the Office of Safety and Security at 410-313-6840.

SWW/TM/AM/cmm
Attachments

Emergency Procedures and Evacuation Drill Schedule (School Facilities)

With the exception of the first two drills, schools will complete emergency drills for the 2019-20 school year by the dates listed below:

Drill # 1 - Evacuation	1st week
Drill # 2 - Lockdown	1st or 2nd week
Drill # 3 - Reverse Evacuation	15 October
Drill # 4 - Duck, Cover, Hold Drill	29 October
Drill # 5 - Evacuation	19 November
Drill # 6 - Shelter in Place	10 December*
Drill # 7 - Evacuation	7 January*
Drill # 8 - Active Assailant	21 January*
Drill # 9 - Severe Weather	11 February*
Drill # 10 - Evacuation	4 March*
Drill # 11 - Reverse Evacuation	25 March*
Drill # 12 - Severe Weather	22 April
Drill # 13 - Active Assailant	6 May
Drill # 14 - Evacuation	27 May

* Weather and student education requirements may force an alternation of the drill schedule for a specific facility. Please email the Office of Safety and Security at safety@hcpss.org if you are unable to complete the drill within the scheduled period.

OFFICE OF SAFETY AND SECURITY

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Emergency Procedures and Evacuation Drill Record (School Facilities)

2019-20 Year School: _____ Principal: _____

This report must be completed the date of the drill.

Drill Number	Date	Day of Week	Time of Drill	Type of Drill/ Procedure Tested	Evacuation Time	Remarks
1.				Evacuation (1 st week)		
2.				Lockdown (1 st or 2 nd week)		
3.				Reverse Evacuation		
4.				Duck, Cover, Hold Drill		
5.				Evacuation		
6.				Shelter in Place		
7.				Evacuation		
8.				Active Assailant		
9.				Severe Weather		
10.				Evacuation		
11.				Reverse Evacuation		
12.				Severe Weather		
13.				Active Assailant		
14.				Evacuation		

Date

Signature of Principal

Drill packets may be found on Safety University at <https://hcpss.instructure.com/courses/77567/pages/emergency-preparedness-and-response> . By **June 30**, a copy of the completed form must be submitted via email only to the Office of Safety and Security at safety@hcpss.org.

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Emergency Procedures and Evacuation Drill Record (Support Facilities)

2019-20 Year Facility: _____ Principal: _____

This report must be completed with the date of the drill or training.

Drill Number	Date	Day of Week	Time of Drill	Type of Drill/ Procedure Tested	Evacuation Time	Remarks
1.				Evacuation		
2.				Active Assailant		

Quarterly Training

Number	Date	Start Time	Training Subject	Course Length	Remarks
1.					
2.					
3.					
4.					

_____ Date

_____ Signature

Drill packets may be found on Safety University at:

<https://hcpss.instructure.com/courses/77567/pages/emergency-preparedness-and-response> . By **June 30**, a copy of the completed form must be submitted via email only to the Office of Safety and Security at safety@hcpss.org .

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For the 2019-20 school year, Support Facilities will complete emergency drills for the 2019-20 school year by the dates listed below

Support Drill # 1 - Evacuation	19 November*
Support Drill # 2 - Active Assailant	6 May

* Weather and operational requirements may force an alternation of the drill schedule for a specific facility. Please email the Office of Safety and Security at safety@hcpss.org if you are unable to complete the drill within the scheduled period.