

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike

Circular No. 12  
Series 2019-2020  
Ellicott City, MD 21042  
Revised September 6, 2019

Chief Operating Officer

Emergency Drills - REVISED

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](mailto:safety@hcpss.org) a minimum of 24 hours in advance of the event.

Drill Notification:

1. School and Support Facilities should plan their drills for the entire school year and enter them into the [Drill Notification Form](#) on Canvas/Safety University.
2. At least 24-hours in advance, send an email to [safety@hcpss.org](mailto:safety@hcpss.org) with "Drill" in the subject line.
3. Just prior to conduction the drill, schools and support facilities should contact Central Office via the radio to announce the start of the drill:
  - a. [School/Facility Name] to Central Office, we are conducting drill X.

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.

#### Conducting a Drill:

1. School or support facility will notify all participants at the school prior to the start of the drill.
2. School or support facility will conduct the drill. See 2019-20 ExPlans on Canvas/Safety University for detailed drill information.
3. At the conclusion of drills taking place indoors, you do not need to report the completion of the drill. You should make notification on the School 800mhz Emergency Radio of the completion of a drill that takes students outside, such as a Fire Drill. The Central Office tends to get calls from parents when they have learned from passers-by, etc. that a school has all of their students outside. Your completion notification will alert the Central Office your school has returned to normal operations after being outside, and should be made as follows:
  - a. [School / Facility Name] to Central Office, we have completed drill X.
  - b. Alternatively, if you have a 'large group' of students outside for reasons, other than a drill, please notify the Office of Safety and Security at 410-313-6840 or 1251.
4. Upon completion of any drill, schools or support facilities should conduct a Hotwash of the drill and discuss how it went and areas for improvement.

# OFFICE OF SAFETY AND SECURITY

---

10910 Clarksville Pike • Ellicott City MD 20142 • 410-313-6600



## Drill Reporting:

1. At the completion of the drill, schools and support facilities should log the drill information into the [Drill Log](#) in the Emergency Operations Plan for record keeping purposes.
2. Drill Log should be updated at the conclusion of each drill conducted.
3. By June 30, schools and support facilities will submit their completed and signed Drill Log to [safety@hcpss.org](mailto:safety@hcpss.org) with 'FINAL DRILL LOG' in subject line.

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](mailto: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.

Enroll in our [Canvas/Safety University](#), if you have not already done so.

SWW/TM/AM/cmm  
Attachments

## **Emergency Procedures and Evacuation Drill Schedule (Schools)**

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

<b>Drill # 1 - Evacuation</b>	<b>1st week</b>
<b>Drill # 2 - Lockdown</b>	<b>1st or 2nd week</b>
<b>Drill # 3 - Reverse Evacuation</b>	15 October
<b>Drill # 4 - Duck, Cover, Hold Drill</b>	29 October
<b>Drill # 5 - Evacuation</b>	19 November
<b>Drill # 6 - Shelter in Place</b>	10 December*
<b>Drill # 7 - Evacuation</b>	7 January*
<b>Drill # 8 - Active Assailant</b>	21 January*
<b>Drill # 9 - Severe Weather</b>	11 February*
<b>Drill # 10 - Evacuation</b>	4 March*
<b>Drill # 11 - Reverse Evacuation</b>	25 March*
<b>Drill # 12 - Severe Weather</b>	22 April
<b>Drill # 13 - Active Assailant</b>	6 May
<b>Drill # 14 - Evacuation</b>	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](mailto:safety@hcpss.org) if you are unable to complete the drill within the scheduled period.

# OFFICE OF SAFETY AND SECURITY

10910 Clarksville Pike • Ellicott City MD 20142 • 410-313-6600



## Emergency Procedures and Evacuation Drill Record (Schools)

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 <sup>st</sup> week)		
2.				Lockdown (1 <sup>st</sup> or 2 <sup>nd</sup> 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](mailto:safety@hcpss.org).

# OFFICE OF SAFETY AND SECURITY

10910 Clarksville Pike • Ellicott City MD 20142 • 410-313-6600



## 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](mailto:safety@hcpss.org) .

# OFFICE OF SAFETY AND SECURITY

---

10910 Clarksville Pike • Ellicott City MD 20142 • 410-313-6600



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

<b>Support Drill # 1 - Evacuation</b>	19 November*
<b>Support Drill # 2 - Active Assailant</b>	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](mailto:safety@hcpss.org) if you are unable to complete the drill within the scheduled period.