

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

Circular No. 31
Series 2016-2017

October 6, 2016

Chief Operating Officer

Emergency Drills

TO: All Staff

FROM: Anissa Brown Dennis, Acting 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.

Fire 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 evacuation drills** are required. An **additional four non-evacuation drills** covering a lockdown, shelter-in-place, reverse evacuation, and drop, cover and hold are also 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.

Emergency Action Drills:

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 plan 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 valerie_willis@hcpss.org, **or via pony** to the Office of the Chief Operating Officer, and one copy being retained for the school's files.

ABD/TS/vw

Attachment

HOWARD COUNTY PUBLIC SCHOOLS
10910 Clarksville Pike, Ellicott City, Maryland 21042

EMERGENCY PROCEDURES AND EVACUATION DRILL RECORD

_____ School Year

School: _____

Principal: _____

Drill Number	Date	Day of Week	Time of Drill	Type of Drill/ Procedure Tested	Evacuation Time	Remarks
1.				Evacuation		
2.				Evacuation		
3.				Evacuation		
4.				Evacuation		
5.				Evacuation		
6.				Evacuation		
7.				Evacuation		
8.				Evacuation		
9.				Evacuation		
10.				Evacuation		
Actions	Six, Unannounced Emergency Action Drills Required: Principals may schedule them in any order. An After-Action Review and Report is required for all evacuation and emergency action drills.					
1.				Lock Down		
2.				Shelter-in-Place/Hazmat		
3.				Duck, Cover and Hold On		
4.				Reverse Evacuation		
5.				Modified Lock Down		
6.				Shelter-in-Place/Severe Weather		

_____ Date

_____ Signature of Principal

Completed form must be submitted to the office of the Chief Operating Officer.