

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

Circular No. 32  
Series 2018-2019

October 26, 2018

Chief Operating Officer

Emergency Drills - REVISED

TO: All Staff

FROM: Anissa Brown Dennis, Chief Operating Officer

School and support facility administrators bear important responsibilities for establishing and implementing effective emergency procedures. Two legal requirements, Section 7-408 Fire Drills, Education Article of the *Annotated Code of Maryland*, and C.O.M.A.R. 13A.02.02 – Emergency Plans require schools to conduct drills. In addition, 29 CFR 1910.38 Emergency Action Plans, the State Fire Prevention Code, the Howard County Fire Code and Board of Education Policy 3010, Emergency Preparedness and Response detail training and drill requirements that must be completed by all school system facilities.

In order to meet these requirements, schools will conduct the following drills as directed:

- 5 Evacuation drills (**one** occurs within 1<sup>st</sup> week of school)
- 2 Reverse evacuation drills
- 2 Active assailant drills
- 2 Severe weather drills
- 1 Shelter in place drill
- 1 Lockdown drill (**occurs** within 1<sup>st</sup> two weeks of school)
- 1 Duck, cover, hold drill

The Office of Safety and Security will provide a scenario, script, appropriate training materials and specific guidance on the conduct of the drill as needed. The office will also specify the time window in which emergency drills are to take place. **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.** All emergency drills shall be announced to participants in advance and the dates and time for emergency drills must be submitted at least one day prior to the event.

**Non-school based facilities (administrative and support)** will conduct the following drills and training sessions as directed below:

- 1 Evacuation drill
- 1 Active assailant drill
- 4 Warden training sessions

Given the unique leadership structure of our administrative and support facilities as well as the unique duties and constant movement of assigned staff, evacuation wardens will be designated to

assist in coordinating emergency response activities. **In addition to the two support facility emergency drills, evacuation wardens will be required to complete four training sessions.** These training sessions may take the form of presentations, online training or performance based training. The Office of Safety and Security will provide specific guidance and support for the conduct of the drills and warden training sessions.

**Emergency drills will follow these guidelines:**

- Drills may consist of a tabletop exercise, a facilitated discussion or a full-scale test of a specific emergency response capability.
- Drills may involve all students and staff or a portion of the facility occupants.
- Drills may address a particular function of the emergency operations plan, such as student/parent reunification.
- Drills will be executed at different times of the day, including lunch and under varying circumstances.
- The essential facts relative to each drill shall be recorded in the appropriate facility log (attached) as soon as possible following the drill.

**All fire drills shall include the following steps:**

- **Notify the Fire Department** that you are conducting an emergency drill **before** pulling the alarm.
- Call the Fire Department back after the drill and **confirm that the Fire Department received the alarm signal.**
- If an alarm signal was not received, submit a work order immediately and report the problem to Building Services. Please notify Terry Street in the Office of Safety and Security immediately via phone at 410-313-8983 in the event this occurs since additional life safety precautions may need to be emplaced. The situation and the work order number must also be reported to the Office of Safety and Security via email at [safety@hcpss.org](mailto:safety@hcpss.org).

Attached to this circular are the Emergency Procedures and Evacuation Drill Record forms for schools and support facilities as well as drill schedules. 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 year, the facility administrator shall sign a copy of the complete record and send an electronic copy only to [safety@hcpss.org](mailto:safety@hcpss.org) by June 30<sup>th</sup>.** The original paper copy of the drill record must be retained on file at the school.

Questions regarding the conduct of emergency drills should be directed to the Manager of Implementation and Assessment at 410-313-8983. Additional information regarding safety, security and emergency preparedness can be found on the Safety University canvas page at <https://hcpss.instructure.com/courses/77567/pages/emergency-preparedness-and-response>.

**Emergency Procedures and Evacuation Drill Record  
(School Facilities)**

2018-19 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 can be found on Safety University at <https://hcpss.instructure.com/courses/77567/pages/emergency-preparedness-and-response>. 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) by June 30<sup>th</sup>.

**With the exception of the first two drills, emergency drills for the 2018-19 school year shall be conducted within 2 weeks of the following dates:**

<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

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## Emergency Procedures and Evacuation Drill Record (Support Facilities)

2018-19 Year Facility: \_\_\_\_\_ Administrator: \_\_\_\_\_

This report must be completed 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 can be found on Safety University at <https://hcpss.instructure.com/courses/77567/pages/emergency-preparedness-and-response>. 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) by June 30<sup>th</sup>.

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**Support facility drills for the 2018-19 school year shall be conducted within the following months:**

**Support Drill # 1 – Evacuation**

December

**Support Drill # 2 - Active Assailant**

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.