

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 723.1
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Emergency Drills

Advance planning for emergencies and disasters is essential to provide for the security and safety of students and staff should a threat arise from fire, weather conditions, or other causes. Preparedness plans must be maintained and updated, and students and staff must be trained in carrying them out properly. Therefore, the Johnson Creek Public Schools must develop and maintain plans that meet the requirements of the law for preparedness in case of fire, civil emergencies, and natural disasters.

I. FIRE DRILLS

- A. Fire Drill Requirement: A fire drill shall be held at least one time per month at different hours in each of the district’s school buildings. A definite fire emergency plan shall be prepared and furnished to all staff members and students. In addition, there shall be posted in each room where students and staff may congregate, directions as to the route and manner of egress should there be a fire emergency. Building evacuation routes shall be based on exiting in the least possible time and in the safest and most efficient and orderly manner possible.

- B. Responsibilities of Administrators and Health and Safety Coordinators: It shall be the responsibility of the building principals with the cooperation of the district’s health and safety coordinator to see that all legal requirements concerning fire drills are met in the school buildings. A record of all fire drills held shall be kept, and this record shall state the date and time the drill was held and the amount of time required for evacuation of the building. The district administrator shall be furnished with copies of the reports as he/she may require and if he/she shall request it the chief of the Johnson Creek Fire Department.

- C. Staff Responsibilities: It shall be the responsibility of the staff to maintain order and decorum during all phases of a fire drill or emergency. After exiting the building, each teacher shall determine that all students under his/her charge are accounted for. Any students not accounted for shall be immediately reported to the building principal.

II. TORNADO DRILLS/OTHER WEATHER EMERGENCY DRILLS

- A. Tornado Drill Requirement: Each year the Johnson Creek School District shall observe Tornado Awareness Week and cooperate fully with the State Division of Emergency Government and the Jefferson County Emergency Government Director in its observance. At least twice annually a tornado drill shall be held in the proper method of evacuating for weather emergency in each of the district’s schools. A definite tornado emergency plan shall be prepared and furnished to all

staff members and students. In addition, there shall be posted in each room where students and staff congregate information concerning the route(s) and destination(s) should there be a tornado emergency. Evacuation routing and destination shall be based on recommendations issued by the Division of Emergency Government.

- B. Responsibilities of Administrators and Health and Safety Coordinator: It shall be the responsibility of the building principals with the support of the district's health and safety coordinator to see staff members and students trained in the proper procedures to be followed both for a tornado watch and a tornado warning. A record of all tornado drills shall be kept, and this record shall state the date and time of the drill and the amount of time required for students and staff to arrive at their assigned destination(s). The district administrator shall be furnished with copies of the reports as he/she may require.
- C. Staff Responsibilities: It shall be the responsibility of the staff to maintain order and decorum during all phases of the tornado drill and to assist in the instruction of students as to proper procedures for participation in a tornado watch and tornado warning wherever they may be. In addition, each teacher shall determine that all students under his/her charge are accounted for. Any students not accounted for shall immediately be reported to the building principal.

III. Intruder Drill

- A. Intruder Drill Requirement: An intruder drill shall be held at least twice annually in each of the district's school buildings. A school safety plan shall be prepared and procedures reviewed with all staff members and students.
- B. Responsibilities of Administrators and Health and Safety Coordinators: It shall be the responsibility of the building principals with the cooperation of the district's health and safety coordinator to see that all legal requirements concerning school safety drills are met in the school buildings. A record of all safety drills held shall be kept, and this record shall state the date and time the drill was held. The district administrator shall be furnished with copies of the reports as he/she may require.
- C. Staff Responsibilities: It shall be the responsibility of the staff to maintain order and decorum during all phases of a safety drill or emergency. Each teacher shall determine that all students under his/her charge are accounted for. Any students not accounted for shall be immediately reported to the building principal.

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