

RSU #63

- a. NEPN/NSBA Code:** EBCB
- b. Title:** Emergency/Lockdown/Fire Drills
- c. Author:**
- d. Replaces Policy:**
- e. Date Approved:** 10/23/2017 RSU #63
- f. Previously Approved:** 02/29/2016
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Superintendent, Principals, & Policy Committee
- i. Date Reviewed:** 10/03/2017 Superintendent & 10/03/2017 Policy Committee 09/25/2017 Principals
- j. References:**
 - Legal Reference:** NFPA 101 Life Safety Code (1994) Chapter 125, Chapter 10.2 (Me. Dept. of Ed. Rule) Ch. 81 § 2(B) (Me. Dept. of Ed. Rule) Resolve Ch. 2 127th Leg., 1st Sess. (Me 2015)
 - Cross Referenced Policies:** EBCA-Comprehensive Emergency Management Plan EBCC-Bomb Threats EBCD-Emergency School Closings/Situations

k. Narrative:

- I.** Each Principal is responsible for taking all reasonable precautions to safeguard the health and well-being of pupils, teachers, and staff members in the school. He/She will formulate adequate plans for meeting emergencies such as fire, storm, or other sudden danger, and submit copies of such plans to the Superintendent of Schools. These plans will be incorporated in, or made reference to, in the RSU #63 Comprehensive Emergency Management Plan.
- II.** The Superintendent/designee will be responsible for ensuring school personnel receive an annual orientation concerning lockdown, fire drills, emergency, and evacuation procedures. The Principal will be responsible for ensuring that teachers familiarize students with designated evacuation routes prior to the first emergency evacuation drill of the school year.
- III.** The Principal, in consultation with the Director of Special Services and/or Section 504 Coordinator, will determine appropriate evacuation procedures and accountability for students with disabilities.
- IV.** Each Principal will organize and execute fire drills. The elementary schools will hold at

least ten (10) and the middle school will hold at least eight (8) fire drills: two drills during the first two weeks of school, one during Fire Prevention Week, and all others at suitable intervals during the school year.

- A.** Local fire officials will be notified before each drill.
 - B.** The Principal will ensure a telephone call is made to 911 and the local fire department prior to each fire drill, telling the 911 dispatcher that a fire drill will be in progress. These calls help local 911 operations track their system(s) to ensure all is in working order.
 - C.** The Principal will notify the Superintendent of the date and time of each fire drill, indicating the length of time it took to evacuate the building.
- V.** Some high-risk situations may result in a lockdown of a school rather than an evacuation. Each school will hold at least one lockdown drill during the school year. A lockdown drill should be held during the first two weeks of school to familiarize students with the procedure.
- A.** The Principal will ensure a telephone call is made to 911 prior to each lockdown drill, telling the 911 dispatcher that a lockdown drill will be in progress. These calls help local 911 operations track their system(s) to ensure all is in working order.
 - B.** The Principal will notify the Superintendent of the date and time of each lockdown drill, indicating the length of time it took to lockdown and secure the building
- VI.** Written procedures for emergency evacuation drills will be posted in each building or in each classroom and in the building administrator's office.
- VII.** The Superintendent will ensure timely notification is sent out to parents/guardians of students attending any school that experienced a fire, lockdown, or emergency drill and/or evacuation.
- VIII.** The Principal will promptly report all serious accidents that occur during any of these drills or events to the Superintendent. The principal will also maintain a record of all such reports at the school.