

**EMERGENCY DRILLS**

**EVACUATION/FIRE DRILL**

The principal of each school shall hold fire drills at least once a month in all elementary, four times per year at the middle schools and at least twice each school year in all high schools (Code of Regulations, Title 5, Section 550).

1. All students, teachers, and other employees shall be required to leave the school building in an orderly and rapid manner. Teachers shall ascertain that no student remains in the building.
2. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated escape route is blocked.
3. A record shall be kept in the principal's office of each drill conducted. A copy of the record shall also be filed in the office of the Superintendent or designee. (Form # 100052 - B-50)

In the event that fire is discovered in any part of the school, the fire department shall be called immediately after the signal is given to evacuate the building.

Principals and teachers shall recognize that it is essential in any emergency to prevent panic by giving students clear direction and supervision.

In case of an actual fire emergency, the following actions will be taken:

1. Sound fire signals.
2. Call police and fire departments.
3. Students and adults evacuate the building to outside assembly areas.
4. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to injured students.
5. If the fire is serious, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

**NATIONAL INCIDENT MANAGEMENT SYSTEM DRILL**

The principal of each school shall hold a National Incident Management System (NIMS) drill at least once a year in all elementary, middle, and high schools.

1. Drop, cover and hold procedures will be implemented in response to a simulated earthquake.

**EMERGENCY DRILLS (continued)**

2. All students, teachers and employees will evacuate the school buildings to an assembly area, after it has been established that the evacuation route is safe.
3. All areas of the NIMS incident command system will be activated and simulated. These areas include: Command, Operations, Logistics and Administration/Finance and Planning.
4. A record shall be kept in the principal's office of each drill conducted. A copy of the record shall also be filed in the office of the Superintendent or designee. (Form # 100052 - B-50)

**LOCKDOWN DRILLS**

The principal of each school shall hold lockdown drills twice a year in all elementary, middle, and high schools.

1. All students, teachers, and other employees will initiate lockdown mode as outlined in the District Emergency Management Plan.
2. If feasible, the lockdown drill will be conducted in coordination with local law enforcement.
3. A record shall be kept in the principal's office of each drill conducted. A copy of the record shall also be filed in the office of the Superintendent or designee. (Form # 100052 - B-50)

**DISTRICT EMERGENCY OPERATIONS CENTER DRILLS**

The superintendent or designee shall conduct an activation of the Emergency Operations Center (EOC) a minimum of once a year.

1. The activation shall include deployment of all NIMS Incident Command positions.
2. Actual or simulated contact shall be made with each District School Site. Status of each site must be documented.
3. A record shall be kept in the principal's office of each drill conducted. A copy of the record shall also be filed in the office of the Superintendent or designee. (Form # 100052 - B-50)

*Legal Reference:*EDUCATION CODE

*32000-32004 Uniform fire signals (with requirement that every school building with capacity of 50 or more students be provided with a fire warning system)*

*32040 Duty to equip school with first aid kit*

CODE OF REGULATIONS, TITLE 5

*550 Fire drills*

## Policy

Adopted: February 9, 1999

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**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California