

**SAFETY DRILLS**

Each school site will conduct ten (10) safety drills each school year. Each site principal shall be responsible for ensuring that all ten (10) drills are appropriately conducted at each year. The superintendent shall monitor and ensure that all ten (10) drills are appropriately conducted at each site each year. It shall be the duty of the principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills. The ten (10) drills shall consist of the following:

1. Security Drills: A minimum of four (4) security drills shall be conducted at each school site each school year. No security drill can be conducted at the same time of day as a previous security drill in the same school year, and no more than two security drills shall be conducted in the same semester. One security drill shall be conducted within the first fifteen (15) days of a semester. Security drills are conducted for the purpose of securing students, staff, and school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school. Security drills shall address issues and procedures associated with providing safety to students and staff in situations involving intruders, weapons, violence, etc. on or near campus.
2. Fire Drills: Each school site shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. Tornado Drills: Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
4. Other Drills: Each school site shall conduct a minimum of two (2) additional drills per year that shall consist of any of the aforementioned drills.

**Documentation Requirements:**

1. The site principal shall be responsible for completing and maintaining records of all safety drills.
2. Records of each FIRE DRILL shall be preserved in writing for a minimum of (3) three school years and made available for inspection to the State Fire Marshal or the marshal's agent upon request.
3. All other safety drills shall be documented in writing and preserved for a minimum of three (3) school years.
4. Safety drill records shall be maintained at the school site. Copies shall be forwarded to the Associate Superintendent and the Oklahoma School Security Institute.
5. Emergency preparedness shall be discussed with teachers and students at least once per semester or as deemed necessary by the school principal.
6. Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and emergency procedures. Teachers will discuss these procedures with each class using the room during the first fifteen (15) days of the school year.
7. All teachers and staff members shall make themselves familiar with safety procedures. During an actual emergency or a safety drill, teachers and staff members are responsible for following all procedures as well as other tasks specifically assigned, such as ensuring doors and windows are closed appropriately, electrical circuits and gas jets are turned off, order is maintained, and all students are either accounted for or reported missing to the building principal.

Note: In cases of building evacuations, all meeting places shall be a minimum of 50 feet away from buildings and driveways.

*Reference: 70 O.S. Section 5-149; OAC 210:35-13-115*

*Adoption Date: November 13, 2000; Revised July 15, 2013; Revised August 8, 2016*

**REFERENCE: 63 O.S. §176**