

EMERGENCY DRILLS

Emergency Evacuation Drills

In order to protect the safety of students and school personnel and in compliance with Maine Department of Education regulations, schools at all levels K-12 are required to hold two emergency evacuation drills during the first two weeks of school. Schools will hold an additional eight emergency evacuation drills during the year. Results shall be recorded and deficiencies noted and corrected.

Emergency evacuation procedures will be incorporated into the school unit's emergency management plan. Building principals may seek the advice of local fire, emergency management and law enforcement officials to identify routes that will accomplish the evacuation of their individual school buildings as quickly and efficiently as possible.

Principals shall keep a record of all emergency evacuation drills held in their schools, stating the date and time the drill was held and the time required for evacuation of the building. This information will be reported to the Superintendent or his/her designee after each drill. Fire officials will be notified before each drill.

Written procedures for emergency evacuation drills shall be posted in all buildings and in each classroom and in the building principal's office.

The Superintendent/designee will be responsible for ensuring that school personnel receive an annual orientation concerning emergency evacuation procedures. The building 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.

Emergency Lockdown Drills

Some high-risk situations (e.g., intruder with weapon) may result in a lockdown or partial lockdown of a school rather than an evacuation. The school unit's emergency management plan should include a lockdown procedure. The Board requires a minimum of 2 lockdown drills.

Legal Reference: Ch. 125 § 10.2 (Me. Dept. of Ed. Rule)
Ch. 81 § 2(B) (Me. Dept. of Ed. Rule)

Cross Reference: EBCA- Comprehensive Emergency Management Plan (Crisis Response Plan)
EEACD- Emergency Evacuation of School Buses
EEACD-R - Emergency Evacuation of School Buses Procedures

Adopted: July 11, 2017