Emergency and Fire Drills 8.04

1. Introduction. The District has developed policies and procedures for emergency and fire drills in consultation with law enforcement, fire service and emergency management.

2. Requirements for Emergency and Fire Drills. Emergency and fire drills must be conducted in accordance with the following requirements:

   a. All occupants of a building or any other location where an emergency or fire drill is held must participate in the drill.

   b. During emergency drills, fire drills and during actual emergencies, schools must use plain language to communicate the nature of the emergency and instructions to students and staff. Plain language means communication that can be understood by the intended audience, which is free of coded language, jargon, and acronyms, and meets the purpose of the communicator.

   c. The conditions of emergency drills and fire drills should be varied. Drills must be held at both expected and unexpected times and under varying conditions that require school staff, students and building occupants to take protective actions based on the specific circumstances of the simulated incident.

   d. School must vary the time of day in which emergency drills and fire drills are held. In setting the drill schedule, districts must consider drills beginning at nonstandard times, such as within an hour of the start of the school day, during lunch, when students are between classes, or within an hour of the end of the school day.

   e. Emergency drills and fire drills must test all applicable functions included in the threat scenario, such as panic buttons, AEDs, participant movement (lockdown, shelter-in-place, or evacuation), simulated communications with first responders, simulated notification to parents, and appropriate protective actions, such as turning off lights, and covering windows.

   f. Emergency drills and fire drills must be conducted in accordance with developmentally appropriate and age-appropriate procedures. Drills conducted by exceptional student education (ESE) centers, as defined in Florida Statute 1003.57(1)(a)1.a., will incorporate appropriate accommodations for exceptional students. Such accommodations shall be submitted to the Florida Department in accordance with Florida DOE Rule 6A-6.03411(2), F.A.C.

   g. An actual emergency or other event, such as a false alarm, that elicits a schoolwide response including participant movement and appropriate

protective actions, may be substituted for one of the six required emergency drills.

h. An after-action report must be completed following each emergency drill and fire drill. After-action reports must identify the type of drill, location and date of the drill, participants, and any required involvement of law enforcement or other public safety agencies. In addition, the after-action report must describe actions taken by participants, must analyze areas of success and areas where improvement is needed, and include input from participating public safety agencies and a plan for corrective action. After-action reports must be submitted to the District School Safety Specialist for review fifteen (15) calendar days following drill completion. School staff must keep copies of after-action reports and provide those records to the Office of Safe Schools upon request.

3. Requirements for Specific Types of Drills:

a. Fire Drills. Elementary, middle and high schools must conduct fire drills in accordance with the Florida Fire Prevention Code, located at https://www.myfloridacfo.com/division/sfm/bfp/florida-fire-prevention-code.

b. Emergency Drills. Elementary, middle and high schools are required to conduct six (6) emergency drills every school year that are separate and nonconcurrent with fire drills. One active assailant drill must take place within the first ten (10) school days of the beginning of the school year, and the remaining drills must take place at least once every nine (9) week reporting period. Four (4) of the six (6) emergency drills must address active threats. The remaining two (2) drills must address other emergency events, such as severe weather, natural disasters, hazardous materials, or reunification.

c. Active Assailant Drills. District school safety specialists must coordinate with the St. Johns County Sherriff's Office to determine which law enforcement officers are responsible for responding to each school in the District in the event of an active assailant emergency. Schools must provide those officers a minimum of twenty-four (24) hours' notice prior to conducting an active assailant emergency drill, pursuant to Florida Statute 1006.07(4)(4)(a). These law enforcement officers must be physically present on each school campus and directly involved in the execution of active assailant emergency drills, unless their presence is determined to be unnecessary by the sheriff. Each school must keep a record of the names of the law enforcement officers who were present for each active assailant drill and must provide those records to the Office of Safe Schools upon request.

4. Compliance with DOE Rules. In conducting drills covered by this rule, the District shall comply with Rule 6A-1.0018, FAC and other applicable DOE rules.

5. Delegation of Authority. The Superintendent is authorized to adopt procedures and guidelines to interpret and implement this rule.

STATUTORY AUTHORITY: **1001.41; 1001.42, F.S.**

LAWS IMPLEMENTED: **1001.43; 1006.07, F.S.**

STATE BOARD OF EDUCATION RULES **6A-1.0018, F.A.C.**

HISTORY: **Adopted: 08/18/98**
Revised: 11/21/06; __/__/26