

ADMINISTRATIVE PROCEDURE

EBBC

BUSINESS MANAGEMENT EMERGENCY DRILLS

March 1, 1990

Fire Drills

~~It is required by law that fire drills be held ten times per year. Due to the limitations of weather, they will usually be held in the spring and fall. These drills must be reported to central office as a part of our monthly attendance procedure.~~

~~It is essential that each classroom teacher understand where his/her group of pupils should leave the building in the event of a fire or fire drills. These fire drill procedures should be read aloud to all students by the homeroom teacher. In addition, each teacher should read the instructions to each of his/her classes, since most youngsters are in several rooms during the day and a fire drill may occur during any hour. In addition to reading the fire drill procedures on the first day of school, there should be discussion during the year about fires, their causes and prevention, as well as the value of repeated fire drills.~~

Drill Procedures

- ~~1. At the sound of the fire signal, teachers will call the class to order.~~
- ~~2. When the teacher gives the order to pass, the students will leave in single file, row by row.~~
- ~~3. Pupils stay in group formation through the entire drill.~~
- ~~4. The teacher closes all windows and doors of his/her classroom before leaving the building. He/she should be the last to leave the room.~~
- ~~5. Following the prescribed route, students should leave the building and proceed to a point at least 100 feet from the building. The students remain in single file at that point.~~
- ~~6. Students should move quickly and quietly with a minimum of noise and confusion. Fire drills are a serious business and no horse play should be permitted.~~
- ~~7. Teachers should take their class record books with them and take roll as soon as their students have stopped.~~
- ~~8. Pupils and teachers wait at outside destination until signal is given to return.~~
- ~~9. Pupils should be shown the second choice exit to use in the event the first one has been cut off by fire.~~
- ~~10. All teachers leave the building during a fire drill, regardless of whether or not they are conducting a class.~~

Tornado Drill and Emergency Procedures

1. Tornado Watch

A "watch" means that conditions are such that tornadoes may be expected. The school program will continue without interruption, and no signal will be given. Teachers will be notified by P.A. and memo. A weather radio monitors the situation directly from the U.S. Weather Service at Metropolitan Airport.

2. Tornado Warning

A "warning" means that a tornado has been sighted in the area. The warning signal will be sounded immediately; move quickly, time may be short.

3. Warning Signal

TEN SHORT BLASTS OF THE SCHOOL BELL. One long ring of the school bell indicates all clear.

Action at Warning

a. At the signal, students will follow silent drill procedure, moving silently from the room, single file at a brisk pace, to designated shelter areas, and face the wall. Students in the cafeteria will proceed to the vocal music room, the hall near the vocal music room, and the girls locker room.

In the event of a tornado warning, students will kneel on the floor, facing the wall.

b. All classroom doors should be left open. All windows and outside doors on the NORTH and EAST sides of the building should be opened.

c. All teachers who do not have classes will proceed to the office to help as needed.

d. Parents who come to school to get their children will be allowed to take them. Students will not be allowed to go with any other person unless that person brings a note or request from the parent.

e. Teachers whose classes are assigned to be in the hall near rooms 37 and 38 should check the restrooms near room 17 once their students are sitting in the hall and move them into the restrooms if space is available.

f. Once the classes are in their safety areas during a tornado drill, we will shut off the automatic bells so that they won't ring at break times, giving a false impression that the drill is over.

g. Teachers must stress with students that there is to be no talking during a tornado drill.

If a tornado strike occurs, we will hold all students in safe shelter areas while a damage assessment is made of the building. Someone from the office will survey all shelter areas immediately to check conditions.

~~First aid equipment is stored in a safe area of the office, and depending on damage to the building, we will either send supplies to you as needed or treat injuries in the office area.~~

~~4. All Clear~~

~~One long ring of school bell. If electricity is out, "key alerters" will verbally pass the all-clear signal.~~

SCHEDULING:

1. Pursuant to the Michigan Fire Prevention Code 29.19, the following emergency drills shall be conducted each school year:
 - a. A minimum of five (5) fire evacuation drills (three of which must occur by December 1).
 - b. A minimum of two (2) tornado safety drills (one must be held during March).
 - c. A minimum of three (3) drills in which the occupants are restricted to the interior of the building and the building is secured (i.e. lockdown, shelter in place, etc.). At least one of these drills shall occur BEFORE December 1 and at least one shall occur AFTER January 1.
2. At least one of these emergency drills (fire, tornado or lockdown) shall be conducted during lunch, recess, passing time, or at another time when a significant number of students are gathered, but not in a classroom.
3. The procedures related to safety drills must be reviewed with staff and students at least once per year. The review of the procedures and a minimum of one (1) fire drill, one (1) tornado drill, and one (1) lockdown drill must be conducted prior to October 1 of each school year.
4. To aid in the review of procedures and the conduct of emergency drills, an "Emergency Drill Checklist" is posted on the Livonia Public Schools "Staff Central" site (click "Resources" then click "Classroom Safety Information.") These checklists are designed to help classroom staff deliver consistent instructions and are considered the minimum best practice for conducting an emergency drill.

REPORTING:

Each school is responsible to schedule and conduct their emergency drills. The superintendent or the superintendent's designee is responsible to notify the Wayne County emergency manager of the scheduled drills by September 15 of each school year.

1. No drill should be scheduled or conducted during a time that would interfere with the administration of a state-mandated assessment.
2. To facilitate scheduling and reporting, use the current year **Safety Drill Log** to schedule your emergency drills. All drills need to be scheduled by September 1.
3. The District's Administrator of Public Safety will report this information to the Wayne County emergency management coordinator.

4. Every completed safety drill is required to be posted on the District website within 30 school days of completion. To facilitate this, information regarding drills conducted during the current school year will be recorded on the current year **Safety Drill Log**. The current year **Safety Drill Log** will be an active document, visible to the public on the district website.
5. When a drill is completed, enter the date in the “Completed” box on the **Safety Drill Log**. If the drill cannot be completed as scheduled, re-schedule the drill to occur within the next ten (10) school days. Enter the reason for the re-scheduling in the “Comments” field on the **Safety Drill Log** (e.g. “severe storm, epidemics, power unavailability, etc.”).
6. At the end of the school year, a paper copy of the **Safety Drill Log** will be sent from the administrator of public safety to each principal. The Principal will sign it and return it to the Administrator of Public Safety. The LPS Administrator of Public Safety will have the signed **Safety Drill Logs** posted on the public portion of the Livonia Public Schools website for a minimum of three (3) years after completion.

CPR/AED DRILL:

1. Administrators are also encouraged to include a drill that involves the deployment of the school’s Automated External Defibrillator (AED) unit and other medical equipment to a drill/medical emergency site.
2. The drill should simulate a likely medical emergency response within that particular building. It may be suited to the most likely medical emergency scenario after consideration of the Individual Health Care Plans for that school year.
3. The drill should be evaluated using the Medical Emergency Response Evaluation form, which can be found in each school’s main office. Steps and procedures that will streamline the process and are identified during post-event reviews will be evaluated and incorporated into the District Medical Emergency Response Plan by the District’s administrator of public safety.
4. If a CPR/AED Safety Drill is conducted, it should be recorded on the LPS **Safety Drill Log**.