

SAFETY AND BUS EMERGENCY EVACUATION DRILLS

Drill Information

Principals and building staff will develop drill procedure to ensure the safety of staff and students. Fire and tornado drills should not be announced in advance to staff or students. All staff and students shall participate in safety (fire, security, tornado) drills.

Drill Scheduling

Schools will conduct a minimum of twelve (12) drills each school year.

Drill	Minimum Number per School Year	Notes
Bus Emergency Evacuation	Two	One within the first 14 days of each semester.
Fire	Two	<ul style="list-style-type: none"> • One within the first 15 days of each semester. • Fire drill rules and procedures are in CKC-R1.
Security ¹	Four	<ul style="list-style-type: none"> • One within the first 15 days of each semester. • Minimum of two per semester. • Each drill must be at a different time of day as previous security drills in that school year.
Additional Safety ²	Two	One per semester.
Tornado	Two	One in September and one in March.

Footnotes

1. Security Drills

Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school. In the case of building evacuations, moving to various safe locations in a random order is preferred so that anyone threatening harm will not have prior knowledge of the evacuation routes and safe areas.

2. Additional Safety Drills

Principals will use input from safety committee to determine pertinent drills. Examples include: earthquake, missing student, grass fires, vehicle crash, etc.

Drill Documentation

Documentation of completion of the drills shall be maintained by the school. Drills will be reported to the district administrative office and the Oklahoma School Security Institute. Fire drill records shall be preserved for at least three (3) years and made available to the State Fire Marshal, or designee, upon request.

**REFERENCE: 70 O.S. §5-148
70 O.S. §5-149**