

POLICY TITLE: Evacuation Drills and Fire Safety		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 5/12/1997	MOST RECENTLY REAFFIRMED: 9/8/2008
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Safety and Security		

I. Purpose

The purpose of this policy is to set forth regulations criteria regarding the scheduling and nature and extent of evacuation drills for Harford County Public Schools (HCPS).

II. Policy Statement

A. Evacuation Drills

An evacuation drill in each public school shall be conducted at least ten times each school year and at least once every 60 days.

1. At least two evacuation drills shall be conducted during the first two weeks of a school year and eight additional fire exit drills during the school year.
 - a. During school years when the weather is severe during the winter months, at least six drills shall be permitted to be held at the beginning of the school term and four drills held after the winter months to complete the ten required drills.
 - b. As an alternative, a lock down drill may replace an evacuation if the entire school participates in the drill.
2. Each public school shall:
 - a. keep records of these evacuation drills; and
 - b. each month, email the Department of Safety and Security the results of the drills.
3. Evacuation drills shall be conducted in every school building including relocatable classrooms.

4. Each class or group shall proceed to a predetermined point outside at least 250 feet from the building, structure or any other impediments, such as fire lanes, railroad tracks, and crossing of roads.
5. Evacuation drills shall be executed at different hours of the day.
6. Fire alarm system shall be used solely for an evacuation alarm. Alarm system shall be designed to ensure that audible public mode signals are clearly heard. Sound level of at least 15 decibel (DBA) above the average ambient sound level or 5 DBA above the maximum sound level having a duration of at least 60 seconds (whichever is greater), measured 5 feet (1.5m) above the floor in the occupiable area shall be required.
7. Emergency Preparedness
 - a. A comprehensive emergency plan for each school will be updated on a biannual basis with principal and staff input consistent with the guidelines established in the emergency procedures for Harford County Public Schools. Plans are due by October 1st and addendums are due by February 1st of a school year that a plan is due.
 - b. The principal and staff shall be responsible to check all exit facilities daily in order to ensure that all stairways, doors, and other exits are in proper condition.
 - c. Each principal shall review the emergency procedures for the school with staff and faculty members on an annual basis.

Board Approval Acknowledged By:

Patricia L. Skebeck, Secretary and Treasurer
Board of Education of Harford County

Policy Action Dates					
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Amended	5/12/1997				
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Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Patrick P. Spicer		JOB POSITION OF LAST EDITOR/DRAFTER: General Counsel			
PERSON RESPONSIBLE: Robert A. Benedetto		JOB POSITION OF PERSON RESPONSIBLE: Chief of Security			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
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