

POLICY

2017

8212

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Instruction

SUBJECT: FIRE DRILLS, BOMB THREATS AND BUS EMERGENCY DRILLS

Fire Drills

The administration of each school building shall provide instruction for and training of students, through fire drills, in procedures for leaving the building in the shortest possible time and without confusion or panic.

Fire drills shall be held at least eight (8) times in each school year; eight (8) of these shall be held between September 1 and December 1, along with (4) lockdown drills. At least one (1) of the eight (8) drills shall be held during each of the regular lunch periods, or shall include special instruction on the procedures to be followed if a fire occurs during a student's lunch period.

At least (2) additional drills shall be held during summer school in buildings where summer school is conducted and one of these drills shall be held during the first week of summer school.

After-School Programs

The building principal or his/her designee shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.

Bomb Threats

When a bomb threat is received in the school, swift and appropriate action must be undertaken to promote the personal safety of each of the building occupants. This subheading addresses the general parameters of bomb threat evacuations to assure that all school staff and students will be prepared to act, limiting confusion or delay, in the event of a bomb threat incident.

Evacuation: Building Specific Bomb Threat

Specific school buildings, including administrative offices, bus garages, and storage buildings, are to be immediately evacuated as quickly and effectively as possible when notice of a bomb threat is received that is building specific. All building occupants are to be evacuated to a safe area and accounted for.

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Evacuation from a building provides maximum and optimum safety for students and staff, thus allowing for the least compromised and encumbered search by authorities.

Evacuation: All District Building Bomb Threat

Bomb threats announcing that a bomb is in the School District (without indicating a specific location) require the evacuation of all School District buildings. School Emergency Management Plans should address this contingency with alternative areas for shelter, if a "Go Home Plan" is not feasible.

Sheltering: Bomb Threats in Outside Areas

Bomb threats which indicate that an explosive device is in a car, in the school parking lot, or somewhere else outside of the building require that building occupants remain inside the building. All students and school personnel outside the building in parking lots, playgrounds, etc. should be immediately moved into the building or moved further away from the site, whichever action takes such persons out of harm's way.

Depending on the information given in the bomb threat call, consideration should also be given to occupants in rooms on outside walls and windows. Building occupants should be moved to areas within the school which are free of glass. Sheltering occupants to inside building areas free of glass is to be considered in the School Emergency Management Plan for situations in which bomb threats are reported outside of a school facility. Evacuation or sheltering should be for the purpose of taking students out of harm's way.

Immediate Police Notification

A bomb threat to a school is a criminal act. Criminal acts are the domain and responsibility of law enforcement officials. The appropriate state, county, or local law enforcement agency is to be notified immediately of any bomb threat. School personnel are not authorized to determine if a telephoned bomb threat or suspicious package or letter is a hoax. School officials are responsible for information known; i.e., a bomb threat, and to take prudent and reasonable care of students and staff.

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Dissemination of Information/Criminal Behavior

Information should be disseminated informing students and staff that the mere reporting of a false bomb threat is a crime that may result in imprisonment and/or civil penalties being imposed against the individual.

The building administrator will be responsible for informing school staff and students as to the appropriate procedures to be followed in the event of a bomb threat emergency, including the procedures to be followed in case of evacuation, early dismissal, and "sheltering" of students in school buildings when it is deemed safer for students to remain inside rather than to return home or be evacuated.

Implementation

Administrative regulations will be developed to implement the terms of this policy. Additionally, such regulations are to be incorporated in the School District's Emergency Management Plan, with provisions for written notification by October 1 of each school year to all students and staff about emergency procedures, an annual emergency drill, and the annual updating of the District's Emergency Management Plan as mandated pursuant to law and/or regulation.

Bus Emergency Drills

The Board of Education directs the administration to conduct a minimum of three (3) emergency drills to be held on each school bus during the school year. The first drill is to be conducted during the first week of the fall term, the second between November 1st and December 31st, and the third between March 1st and April 30th.

Each drill shall include instruction in all topics mandated by the Education Law and the Commissioner's Regulations and shall include, but will not be limited to, the following:

- a) Safe boarding and exiting procedures;

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- b) The location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident;
- c) Orderly conduct as bus passengers.

Students who ordinarily walk to school shall also be included in the drills.

8 New York Code of Rules and Regulations
(NYCRR) Sections 156.3(h)(2) Penal Law Sections
240.55, 240.60 and 240.61
Education Law Sections 807 and 3623

Adopted: 1999

Revised: 6/21/99, 5/22/17