

BOARD POLICIES	EMERGENCY PREPAREDNESS DRILLS (BP-5022) METRO TECHNOLOGY CENTERS	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

All district locations will conduct the following emergency preparedness drills:

- A. Four security drills. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Additional drills may be conducted at the discretion of the district. 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 on or around the school. The drills shall conform to the written Crisis Management Plan. All students and employees shall participate in the drills, with the extent of student involvement to be determined by the district.
- B. Two fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
- C. Two tornado drills per school year with at least one drill being conducted in the months of September and March.
- D. Each site director and the superintendent shall utilize the remaining two required safety drills in any of the above manner by developing a drill that is consistent with the risks assessed for the appropriate facility or any assisting fire or law enforcement department.

It shall be the duty of site directors, under the direction of the superintendent, to conform to the Crisis Management Plan. All students, staff and teachers shall participate.

The district shall document each fire drill in writing, and the records for each fire drill shall be preserved for at least three years and made available to the State Fire Marshal or the marshal's agent upon request. In addition to the fire drill documentation, the district shall document all other emergency preparedness drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the superintendent's office and a copy filed with the Oklahoma School Security Institute as created by the Oklahoma Office of Homeland Security.

2.0 CROSS REFERENCE: BP-5001, BP-5008

3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
4-Jun-13	A	New
07-Nov-17	B	Revised to align with Oklahoma State School Institute, Oklahoma Office of Homeland Security and state law.

***** End of Policy *****