

## SAFETY DRILLS

### Fire Drills

Each school holds a fire drill twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

### Lock-Down Drills

Each school has a lock-down drill at least twice during the first 20 school days of each school session. Each school holds at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

### School Bus Emergency Drills

Each school having school buses holds a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

### Tornado Drills

There is at least one tornado drill every school year in every school.

Adopted: August 8, 2016

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Legal Refs.: Code of Virginia, §§ 22.1-137, 22.1-137.1, 22.1-137.2, 22.1-184.

Acts 2006, c. 164.

Cross Refs.: EB School Crisis, Emergency Management and Medical  
Emergency Response Plan

## INSTRUCTION

## Emergency Drills

## A. Fire Drills

State law mandates that there shall be a fire drill at least once every week during the first month of each school session. In the Tazewell County schools fire drills will be held once a month thereafter. These drills should be timed and a record kept. A report of these drills is to be filed monthly with the Director of Environmental and Maintenance Services.

## B. Bus Drills

The following procedures should be followed for emergency drills on school buses:

1. The bus or buses should be driven to a pre-determined location, stopped, engine turned off and brakes set. Transmission should be in reverse gear.
2. Middle school and elementary school students will be brought to the buses by teachers or the person designated by the principal. Students will enter the bus by the entrance door and be seated. After all students are seated the driver will announce the drill. High school students will drill upon arrival at school.
3. The driver should remain in the bus directing and assisting until the bus has been evacuated.
4. Students will leave the bus through the entrance and emergency doors.
5. Those students seated in front of the rear wheel housing will leave by the entrance door, and from that point back students will leave by the emergency door.
6. A safety patrolman or an older student should be stationed outside the emergency door to assist the students leaving by this door. He will close the emergency door after the last student is out of the bus.
7. Personal belongings will be left in the bus but not where they will interfere with others leaving the bus.
8. Students will go to a preselected spot after evacuation.
9. The driver will be the last person to leave the bus. He/she will get out and see that everything has gone according to plan. He/she will then reenter the bus, take his seat and receive the next group of students.

(continued)

## INSTRUCTION

Emergency Drills (continued)

B. Bus Drills (continued)

10. Speed, though desirable, is not the only goal to be attained. Training students to follow orderly movement for safe evacuation is the most important objective.

C. Bomb Threats

In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment, the following procedures are recommended:

1. Immediate evacuation of the school or building.
2. If the call was not received originally by the fire and sheriffs departments, immediate notification is required.
3. A search of the building or premises should be conducted under the direction of the senior officer present from either protective department. All officers, fire fighters, custodians of the building should assist in the search.
4. Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by qualified persons.
5. If a thorough search has been conducted and nothing found, the chief administrative officer of the school or building should be notified by the senior member of the local protective department that re-entry will be permitted.
6. Investigation of the incident should be made by the sheriff's office assisted by the State Fire Marshall's office, if requested.

Any decision concerning the dismissal of school students and subsequent action after the above procedure has been followed is the prerogative of the division superintendent.

*Editor's Note*

*For regulatory authority see legal references cited under school board policy EB.*