

## EMERGENCY EVACUATION DRILLS

In order to protect the safety of students and school personnel and in compliance with the Maine Department of Education regulations, schools at all levels Prek-12 are required to hold two emergency evacuation drills during the first two weeks of school. Schools enrolling grades Prek-4 will hold an additional eight emergency evacuation drills during the year; schools enrolling grades 5-8, an additional six emergency evacuation drills; schools enrolling grades 9-12, an additional four emergency evacuation drills. Schools enrolling any combinations of these grade levels will hold the additional number of emergency evacuation drills required of the lowest grade level within the span, except that the local fire chief may increase the number of drills required. Results shall be recorded and deficiencies noted and corrected.

Emergency evacuation procedures will be incorporated into the school unit's emergency management plan. The Principal may seek the advice of local fire, emergency management and law enforcement officials to identify routes that will accomplish the evacuation of their individual school buildings as quickly and efficiently as possible.

The Principal shall keep a record of all emergency evacuation drills held in their schools, stating the date and time the drill was held and the time required for evacuation of the building. This information will be reported to the Executive Director or his/her designee after each drill. Fire officials will be notified before each drill.

Written procedures for emergency evacuation drills shall be posted in in each classroom and in the principal's office.

The Principal will be responsible for ensuring that school personnel receive an annual orientation concerning emergency evacuation procedures. The Principal will be responsible for ensuring that teachers familiarize students with designated evacuation routes prior to the first emergency evacuation drill of the school year.

### BUS EVACUATION DRILLS

Maine Department of Education regulations require that, at least twice a year, students who are transported in school buses be instructed in safe riding practices and participate in emergency evacuation drills. The Principal will be responsible for arranging times and locations of such drills. Bus evacuation drills must be conducted in the school parking lot or other safe location. The Principal will determine appropriate evacuation procedures for students with disabilities. The first bus evacuation drill will occur within the first three weeks of school.

### LOCK DOWN DRILLS

Some high-risk situations (e.g. intruder with weapon) may result in a lock down or partial lock down of a school rather than an evacuation. The school unit's emergency management plan should include a lock down procedure. The Board requires two lock down drills during the school year. These should occur in the first week of school and in the last half of the year.

Legal Reference: Ch. 125 § 10.2 (Me. Dept. of Ed. Rule)  
Ch. 81 § 2(B) (Me. Dept. of Ed. Rule)

Cross Reference: EBCA – Comprehensive Emergency Management Plan (Crisis Response Plan)

Adopted: 9 / 4 / 2 0 1 2