

### **FIRE AND TORNADO WARNING DRILLS**

Fire and tornado drills shall be held in accordance with O.R.C. §3737.73.

Order and speed shall be stressed.

Definite instructions shall be posted in each room as to the route and manner of exit.

Fire drills and tornado warnings can be held without warning.

Each teacher shall be instructed on the use and location of all extinguisher and fire **alarms** bells within the building.

Principals and custodians shall cooperate with the local fire chief in keeping the building free from fire hazards.

Teachers should be instructed as to how to give the warning and operate the fire alarm system in case of fire. As soon as the alarm has been set, pupils and staff should immediately evacuate the building in accordance with the posted directions and regulations.

**Principals shall conduct drills or rapid dismissals at least six times during the school year, which shall be at the times and frequency prescribed in rules adopted by the fire marshal. Principals shall instruct students in safety precautions to be taken in case of a tornado alert or warning. Principals shall designate, in accordance with standards prescribed by the fire marshal, appropriate locations to be used to shelter students in case of a tornado, tornado alert, or warning.**

**Principals shall conduct school safety drills at least three times during the school year to provide students with instruction in the procedures to follow in situations where students must be secured in the school building or rapidly evacuated in response to a threat to the school involving an act of terrorism; a person possessing a deadly weapon or dangerous ordnance, as defined in O.R.C. §2923.11, on school property; or other act of violence. At least one safety drill shall include a scenario where students must be secured in the school building rather than rapidly evacuated.**

**Each safety drill shall be conducted in conjunction with the police chief or other similar chief law enforcement officer, or designee, of the municipal corporation, township, or township or joint police district in which the school or institution is located, or, in absence of any such person, the county sheriff of the county, or designee, in which the school is located.**

**In addition to the three safety drills described herein, principals shall conduct a theoretical school safety drill at least once during the school year to provide all faculty and staff employed by the school with instruction in the procedures to follow in such situations. The theoretical**

**drill does not need to include student participation and may be conducted at the annual training session.**

**Principals shall provide to the police chief or other similar chief law enforcement officer of the municipal corporation, township, or township or joint police district in which their school is located, or, in absence of any such person, the county sheriff of the county in which the school is located, advance written notice of each required school safety drill and shall keep a written record of the date and time of each drill conducted. The advance notice shall be provided not later than seventy-two (72) hours prior to the date the drill will be conducted and shall include the date and time the drill will be conducted and the address of the school. The notice shall be provided by mail, facsimile, or electronic submission.**

**Not later than the fifth day of December each year, principals shall provide written certification by mail, facsimile, or electronic submission of the date and time each required school safety drill was conducted during the previous school year, as well as the date and time each drill will be conducted during the current school year, to the police chief or other similar chief law enforcement officer of the municipal corporation, township, or township or joint police district in which the school is located, or, in the absence of any such person, the county sheriff of the county in which the school is located.**

**Principals shall hold annual training sessions for employees of the school or institution regarding the conduct of school safety drills.**

**Principals shall conduct at least one drill or rapid dismissal or one school safety drill during each month of the school year. However, principals may determine the exact date and time that each drill will be conducted. A drill or rapid dismissal may be conducted during the same month as a school safety drill.**

LEGAL REFS: O.R.C. §3737.73

Adopted: \_\_\_\_\_, 2015