

EMERGENCY PREPAREDNESS RESPONSE DRILLS

FIRE DRILLS

Each school in Alexandria City Public Schools (ACPS) holds at least two fire drills during the first twenty school days of the school year, in order that students and staff members may be prepared in case of a fire emergency. During the remainder of the school year, fire drills are held at least monthly.

The principal/designee sends a copy of the Drill Form to Safety and Security Services within five (5) days of holding a fire drill.

An emergency operations and procedures plan is developed for each ACPS building. Each teacher must be acquainted with the emergency safety plan that has been developed as it applies to each room in which he/she teaches.

Placards describing the nearest exits, evacuation routes for students and important instructions are posted prominently in each room. A plan for evacuation of any student with physical disabilities is developed and reviewed annually. Parents/guardians of such students are notified of the evacuation plans for their child.

THREAT RESPONSE DRILLS

In every ACPS school there is at least one lockdown and/or “Secure the Building” drill during the first twenty school days, in order that students and staff members may be prepared in the case of a lockdown situation.

In keeping with the model *School Crisis, Emergency Management, and Medical Emergency Response Plan* developed by the Virginia Board of Education and the Virginia Center for School Safety, ACPS uses the following terms:

- “**Lockdown**” is used in response to immediate threats of violence **inside** a school facility.
- “**Secure the building**” is used when preventing unauthorized entry or exit if there is an **external** threat in proximity to a school facility.

Each school holds at least one additional lockdown and/or “Secure the Building” drill after the first 60 days of the school year. Each school provides the parents/guardians of enrolled students with at least 24 hours' notice before the school conducts any lockdown and/or “Secure the Building” drill. The notice is not required to include the exact date and time of the drill.

Pre-kindergarten and kindergarten students are exempt from mandatory participation in lockdown and/or “Secure the Building” drills during the first 60 days of the school year. The Superintendent develops procedures to implement this exemption. Pre-kindergarten and kindergarten students participate in each lockdown and/or “Secure the Building” drill after the first 60 days of the school year.

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