

HEIGHTS

2004 2016

5683
2 of 2

Non-Instructional/Business
Operations

SUBJECT: FIRE AND EMERGENCY DRILLS, BOMB THREATS AND BUS EMERGENCY DRILLS

Fire and Emergency Drills

The administration of each school building will instruct and train students on appropriate emergency responses, through fire and emergency drills, in the event of a sudden emergency.

Fire and emergency drills will be held at least 12 times in each school year; eight of these will be evacuation drills and will be completed by December 31. Four of these eight required drills will be through use of the fire escapes on buildings where fire escapes are provided or identified secondary exits, and the other four drills will be lock-down drills. Drills will be conducted at different times of the school day. Students will also be instructed in the procedures to be followed in the event that a fire occurs during the regular school lunch period or assembly, however, this additional instruction may be waived if a drill is held during the regular lunch period or assembly.

~~The administration of each school building shall provide instruction for and training of students, through fire drills, in procedures for leaving the building in the shortest possible time and without confusion or panic.~~

~~Fire drills shall be held at least twelve (12) times in each school year; eight (8) of these shall be held between September 1 and December 1. At least one (1) of the twelve (12) drills shall be held during each of the regular lunch periods, or shall include special instruction on the procedures to be followed if a fire occurs during a student's lunch period.~~

Summer School

At least two (2) additional drills shall be held during summer school in buildings where summer school is held conducted and one (1) of these drills will shall be held during the first week of summer school.

After-School Programs, Events, or Performances

The building principal or his/her designee will shall require those in charge of after-school programs, events, or performances attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.

Bomb Threats

School Bomb Threats

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. Upon receiving any bomb threat, the school has an obligation and responsibility to ensure the safety and protection of the students and other occupants of the school upon the receipt of any bomb threat. This obligation must take precedence over a search for a suspect object. Prudent action is dependent upon known information about the bomb threat - location, if any; time of detonation; etc. Specific procedures as to appropriate responses as a result of a bomb threat can be located in the building-level emergency response plan, as required by relevant law and regulation. If the

HEIGHTS

2004 2016

5683
2 of 2

Non-Instructional/Business
Operations

~~bomb threat is targeted at the school parking lot or the front of the school, building evacuation may not be an appropriate response. If the bomb threat indicates that a bomb is in the school, then building evacuation is necessary unless the building has been previously inspected and secured in accordance with State Education Department Guidelines. Specific procedures can be found in the building level school plan, as required by Project SAVE.~~

~~The decision to evacuate a building or to take shelter is dependent upon information about where the bomb is placed and how much time there is to reach a place of safety. Prudent action dictates that students and other occupants be moved from a place of danger to a place of safety. Routes of egress and evacuation or sheltering areas must be thoroughly searched for suspicious objects before ordering an evacuation. Failure to properly search evacuation routes before an evacuation takes place can expose students and staff to more danger than remaining in place until the search has taken place. Assistance is available from local police agencies and the New York State Police to train staff to check evacuation routes.~~

Police Notification and Investigation

~~Appropriate law enforcement agencies must be notified by the building administrator or designee of any bomb threat as soon as possible after receiving the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan.~~

~~— A bomb threat to a school is a criminal act, which is within the domain and responsibility of law enforcement officials. Appropriate State, county, and/or local law enforcement agencies must be notified of any bomb threat as soon as possible after the receipt of the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan.~~

~~— Therefore, the building administrator or designee is to notify local law enforcement officials and follow established procedures outlined in the Safety Plan to move all occupants out of harm's way.~~

Implementation

~~The Board of Education directs The Superintendent or his/her designee will to develop written procedures administrative regulations to implement the terms of this policy. Additionally, such regulations are to , these procedures will be incorporated in the District-wide School Safety Plan and the building level emergency response school safety plan, with provisions to provide written information to all staff and students regarding emergency procedures by October 1 of each school year, an annual drill to test the emergency response procedures under each of its building level emergency response school safety plans; and the annual review updating of the District-wide and building level emergency response school safety plans, along with updates as necessary, by September 1, as mandated by law or regulation. by July 1, as mandated pursuant to law and/or regulation.~~

Bus Emergency Drills

~~The Board of Education directs The administration will to conduct a minimum of three (3) emergency drills to be held on each school bus during the school year. The first drill will is to be conducted during the~~

HEIGHTS

2004 2016

5683
2 of 2

Non-Instructional/Business
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first seven days of school, the second drill between November 1 and December 31, and the third drill between March 1 and April 30. **No drills will be conducted when buses are on routes.**

Students who ordinarily walk to school will also be included in the drills. Students attending public and nonpublic schools who do not participate in regularly scheduled drills will also be provided drills on school buses, or as an alternative, will be provided classroom instruction covering the content of these drills.

~~Each drill shall include instruction in all topics mandated by the Education Law and the Commissioner's Regulations and shall include, but will not be limited to, the following:~~

Each drill will include practice and instruction in the location, use, and operation of the emergency door, fire extinguishers, first-aid equipment, and windows as a means of escape in the event of fire or accident. Similarly, students will be instructed on all topics mandated by relevant sections of the Education Law and Commissioner's regulations, including, but not limited to, the following:

- a) **Safe boarding and exiting procedures; with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking;**
- b) ~~The location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident;~~ **Advancing at least ten feet in front of the bus before crossing the highway after disembarking; and**
- c) **Orderly conduct as bus passengers.**

~~Students who ordinarily walk to school shall also be included in the drills.~~

Instruction on Use of Seat Belts

When students are transported on school buses equipped with seat safety belts, the District will ensure that all students who are transported on any school bus owned, leased, or contracted for by the District will receive instruction on the use of seat safety belts. This instruction will be provided at least three times each year to both public and nonpublic school students who are so transported and will include, but not be limited to:

- a) **Proper fastening and release of seat safety belts;**
- b) **Acceptable placement of seat safety belts on students;**
- c) **Times at which the seat safety belts should be fastened and released; and**
- d) **Acceptable placement of the seat safety belts when not in use.**

Education Law §§ 807, 2801-a and 3623

Penal Law §§240.55,240 .60 and 240.62

8 New York Code of Rules and Regulations (NYCRR) §§ 155.17 and 156.3(h)(2), 156.3(f), 156.3(g)

Adopted: 8/9/04

Revised: ??/??/2016