

## EMERGENCY PREPAREDNESS DRILLS

### FIRE DRILLS

Each school in Alexandria City Public Schools (ACPS) shall hold two fire drills during the first twenty school days of the school year, in order that students and staff members may be thoroughly practiced in such drills. During the remainder of the school year, fire drills shall be held at least monthly.

The principal will send a copy of the Virginia Department of Education and State Fire Marshall School Exit Drill Form to the Educational Facilities Department within five (5) days of holding a fire drill.

An emergency operations and procedures plan shall be 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 nearest exits and important instructions shall be posted prominently in each room. A plan for evacuation of any student with physical disabilities shall be developed and reviewed annually. Parents/guardians of such students will be notified of the evacuation plans for their child.

### LOCK-DOWN DRILLS

In every ACPS school there shall be at least two lock-down and/or "Secure the Building" drills during the first twenty school days, in order that students and staff members may be thoroughly practiced in such drills. 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 will use the term "Lockdown" to respond to immediate threats of violence inside a school facility. "Secure the building" will be used to prevent unauthorized entry if there is an external threat in proximity to a school facility. Each school shall hold at least two additional lock-down and/or "Secure the Building" drills during the remainder of the school year. Lock-downSuch plans and drills shall be in compliance with the Statewide Fire Prevention Code (Va. Code § 27-94 et seq.).

#### I. Violent Encounter Response Protocol

ACPS will provide an "options-based response" approach to staff and students, based on the specific circumstances at the time of the incident. Staff dealing with these events may need to consider different response methods, including lockdown, immediate evacuation, or related life-saving actions.

### TORNADO DRILLS AND EARTHQUAKE DRILLS

There will be at least one tornado drill and one earthquake drill every school year in every ACPS school.

**SCHOOL BUS EMERGENCY DRILLS**

Each school in ACPS shall hold a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school year and more often if necessary.

**ALL DRILLS**

No emergency preparedness drills will be conducted during periods of mandatory testing required by the Virginia Board of Education.

Adopted: June 11, 2015  
Amended: September 15, 2016  
[Amended:](#)

Legal Refs.: Code of Virginia, §§ [22.1-137](#), [22.1-137.1](#), [22.1-137.2](#), [22.1-184](#), [27-94 et seq.](#)

[Acts 2006, c. 164.](#)

[Virginia Board of Education and the Virginia Center for School Safety, “School Crisis, Emergency Management, and Medical Emergency Response Plan,” 2016.](#)

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