

## CHAPTER 8.00 - AUXILIARY SERVICES

### EMERGENCY EVACUATION DRILLS

8.16\*+

- I. The Principal shall hold emergency evacuation and other emergency procedures drills during each semester in accordance with State Board of Education rules and district procedures, with the first drill being held within the first five (5) days of the school term. A written report of each emergency evacuation drill shall be sent to the District Safety & Security office.
- II. The principal and instructional and non-instructional school staff members shall develop a base comprehensive emergency exit evacuation and cover lockdown response plan for such emergencies as fire, bomb threats, active shooter or other armed threats, hostage situations, foul weather and national emergencies, designed to familiarize the occupants with all means of exit and appropriate cover areas for emergencies. Special emergency exits that are not generally used during the normal occupancy of the building shall be carefully detailed and outlined. Diagrams shall be posted in each student occupied area clearly indicating fire exits and alternate evacuation routes.
- III. A copy of the approved district Site Emergency Plan shall be posted and readily available in each instructional area.
- IV. The principal shall plan and assign to staff members the responsibility of the prompt and orderly evacuation and lockdown of school buildings.
- V. The principal shall identify and report to the Superintendent Director of Safety & Security hazardous areas requiring corrective measures. The Superintendent Director of Safety & Security shall be responsible for informing the School Board Superintendent of the principal's report.
- VI. The Superintendent shall make available to each principal a copy of State Board of Education rules and any amendments adopted by the State Board of Education relating to emergency evacuation drills.

#### STATUTORY AUTHORITY:

1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1006.07, F.S.

#### HISTORY:

ADOPTED: 8/21/01  
REVISION DATE(S):  
FORMERLY: 2.113

NOTES: Please Refer To: **Critical Incident Plan and  
Emergency Operations Plan**