



It is the policy of the Broken Arrow Board of Education to conduct safety drills in an effort to prepare students and staff to act quickly in the event of an actual emergency. The District will conduct all state-mandated safety drills each school year.

The Superintendent or designee shall be responsible for ensuring that appropriate rules and procedures are established supporting this policy, and that all state-mandated drills have been appropriately conducted at each school site within the school district. It shall be the duty of the site principal, under the direction of the Superintendent, to conform to the written plans and procedures adopted by the school district. Each classroom shall have posted a copy of rules and procedures, and evacuation signals and routes, for all types of drills. All teachers and staff members shall make themselves familiar with these procedures.

All students, teachers and staff shall participate in all safety and security drills. The state-mandated drills shall consist of the following:

1. Security Drills

- a. Intruder Drills. Each school site shall conduct a minimum of two (2) intruder drills per school year. Intruder drills are conducted for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill shall be conducted within the first fifteen (15) days of each semester.
- b. Lockdown Drills. A minimum of two (2) lockdown drills shall be conducted at each site within the District each school year. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat at or near the school.
 - i. No security drill can be conducted at the same time of day as a previous security drill in the same school, and no more than two drills shall be conducted in the same semester.

2. Safety Drills

- a. Fire Drills. Each site school shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audio or audio/visual signal designated as the fire alarm signal.
- b. Tornado Drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
- c. Other Drills. Each school site shall conduct a minimum of two (2) additional safety drills per year that can consist of any of the above-mentioned drills; or by developing a drill that is consistent with the risks assessed for that facility or any recommendations submitted by the Safe School Committee or any assisting fire or law enforcement department.



SECTION III: INSTRUCTION

POLICY 3170

SAFETY DRILLS

Documentation of completion of the drills shall be maintained and submitted to the state agency responsible for compliance. Records for each fire drill shall be preserved in writing for at least three years and made available to the State Fire Marshal or the marshal's agent upon request. The District shall document all other safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office, and a copy with the Oklahoma School Security Institute within the Oklahoma Office of Homeland Security.

[Reference: 70 O.S. § 5-148 and § 5-149]

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*
Broken Arrow Board of Education policy revised, September 16, 2013.
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