

Board Policy

Fire and Emergency Drills, Bomb Threats, and Bus Emergency Drills

Fire and Emergency Drills

The administration of each instructional center 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 shall be held at least twelve (12) times in each school year; eight (8) of these will be evacuation drills and the other four (4) will be lockdown drills. Eight (8) of the required drills must be completed by December 31. Four (4) of the eight (8) required evacuation drills will be through the use of fire escapes (where fire escapes exist) or identified secondary exits. Drills will be conducted at different times of the instructional day. Students will also be instructed on the procedures to be followed in the event a fire occurs during a regular lunch period or assembly.

Summer School

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

Adult Education

At least three (3) fire drills will be held during an Adult Education Program session, one (1) of which shall be held during the first two weeks of the session.

Childcare

At least one (1) fire drill per month will be held in buildings in which childcare classes are held.

After-School Programs, Events, or Performances

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

Bomb Threats

A bomb threat, even if later determined to be a hoax, is a criminal act. No bomb threat should be treated as a hoax when it is first received. Upon receiving any bomb threat, ESBOCES has an obligation and responsibility to ensure the safety and protection of the students and other occupants of the building. This obligation takes 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 School Emergency Response Plan, as required by relevant law and regulation.

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.

Implementation

The District Superintendent, Chief Operating Officer, or designee will develop written procedures to implement the terms of this policy. Additionally, these procedures will be incorporated into the District-Wide School Safety Plan and the Building-Level School Emergency Response Plan, with provisions to provide written information to all employees 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 School Emergency Response Plans, and the annual review of the District-Wide School Safety Plan and Building-Level School Emergency Response Plan, along with updates as necessary, by September 1, as mandated by law or regulation.

Bus Emergency Drills

The administration will conduct a minimum of three (3) emergency drills to be held on each school bus during the school year. The first drill will be conducted during the first seven (7) days of classes, 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 ESBOCES 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 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:

1. safe boarding and exiting procedures, with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking;
2. advancing at least ten (10) feet in front of the bus before crossing the highway after disembarking; and
3. orderly conduct as bus passengers.

Instruction on Use of Seat Safety Belts

When students are transported on school buses equipped with seat safety belts, ESBOCES will ensure that all students who are transported on any school bus owned, leased, or contracted for by ESBOCES will receive instruction on the use of seat safety belts. This instruction will be provided at least three (3) times each year to both public and nonpublic school students who are so transported and will include, but not be limited to:

1. proper fastening and release of seat safety belts;
2. acceptable placement of seat safety belts on students;
3. times at which the seat safety belts should be fastened and released; and
4. acceptable placement of seat safety belts when not in use.

References:

- Education Law §§807, 2801-a and 3623
- Penal Law §§240.55, 240.60 and 240.62
- 8 NYCRR §§155.17, 156.3(f), 156.3(g), and 156.3(h)(2)
- Board Policy 2140 - Crisis Management
- Board Policy 4534 - Safety Plans
- Board Policy 6213 - Loss or Destruction of ESBOCES Property or Resources

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