

## **Administrative Procedure Manual**

Safe Schools
Safety Drills

**AP: 703** 

## **Safety Drills**

Safety drills should be conducted in each school on a regular basis as required by law. Each principal shall be responsible for conducting fire and lockdown drills.

## Fire safety drills:

Fire safety drills shall be held at least ten times in each school year, and where practicable in the opinion of the principal, be held at least once in each month. A record showing the date of each fire safety drill shall be maintained in the school office. Fire drills shall include all pupils and all staff in the school.

## Lockdown drills:

Lockdown drills shall be held at least two times in each school year. A record showing the date of each lockdown drill shall be maintained in the school office. Lockdown drills shall include all pupils and all staff in the school.