

- I. The school safety specialist shall set a yearly schedule of required drills for each district and charter school to follow. The principal and the school safety team, in consultation with the school safety specialist, shall develop a comprehensive emergency action plan in response to the five (5) emergency responses, lockdown/active assailant or other armed or hostage situations, evacuations for fire, bomb threats, or any other reason to evacuate, shelter in place for weather or other events, secure perimeter, and hold. Familiarization and training drills for lockdown and evacuation shall be held with staff during the pre-service week. A lockdown drill and an evacuation drill shall be held with all staff and students during the first ten (10) of the school term.
 - a) A written report of each emergency drill shall be maintained at the school for two years and sent in electronic form to the school safety specialist within 15 days of the drill or by the end of the month, whichever comes first. This report must include the names of law enforcement personnel present on campus for each active assailant emergency drill. Such reports of drills conducted during the current and prior school year shall be accessible to the Office of Safe Schools upon request.
 - b) Accommodations for drills conducted at exceptional student education centers may be provided.
- II. The principal and instructional and non-instructional school staff members, in consultation with the School Safety Specialist, shall develop a comprehensive emergency evacuation and lockdown response plan and emergency drills for actual emergencies, including, but not limited to, fires, natural disasters, active assailant and hostage situations, and bomb threats, for all students and faculty, pursuant to State Board of Education rules . Drills for active shooter and hostage situations shall be conducted in accordance with developmentally appropriate and age-appropriate procedures at least as often as other emergency drills. 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 clearly indicating fire exits and alternate evacuation routes.
- III. A copy of the approved district Site Emergency Plan shall be posted and readily available.
- IV. The principal shall plan and assign to staff members to the Emergency Response Team, where they will be responsible for emergencies, including the prompt and orderly evacuation, lockdown and reunification of school buildings.
- V. The principal shall identify and report to the School Safety Specialist hazardous areas requiring corrective measures. The Chief of the Sarasota County Schools Police Department or Designee shall be responsible for informing the

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Superintendent or Designee of the principal's report.

- VI. The Chief of the Sarasota County Schools Police Department or his/her designee shall be responsible for contacting other law enforcement or public safety agencies when the Sarasota County Schools Police Department requires their assistance in responding to emergencies.
- VII. The Chief of the Sarasota County Schools Police Department or his/her designee shall establish a schedule to test the functionality and coverage capacity of all emergency communication systems and determine if adequate signal strength is available in all areas of the school's campus
- VIII. 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 drills.

On an annual basis, the Office of Safety, Security, and Emergency shall conduct a review of school safety requirements to ensure all policies and procedures meet or exceed the recommendations of the Marjorie Stoneman Douglas Commission or future statewide equivalent.

STATUTORY AUTHORITY: **1001.42, F.S.**

LAWS IMPLEMENTED: **404.056, 1001.43; 1006.07, 1013.12, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-2.0010**

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NOTES: