



MARCH 2007

A PRACTITIONERS BULLETIN

School Safety Drill Act

PA -094-0600 (HB2693) 105 ILCS 128

Purpose

“To Establish Minimum Requirements and Standards For Schools To Follow When Conducting School Safety Drills And Reviewing School Emergency And Crisis Response Plans And To Encourage Schools And First Responders To Work Together For The Safety Of Children”

Summary

- Applies to all public and private facilities that offer elementary or secondary education to students under the age of 21.
- When a school has more than one location, each different location shall be considered its own school.
- Establishes a Minimum Number and Type of School Safety Drills Schools Must Conduct.
- Requires School Emergency and Crisis Plans to be Reviewed An-

nually by Schools and First Responders.

- Requires Reporting to Ensure Compliance.
 - School officials must certify the plan was reviewed.
 - School officials must certify drills were conducted in every school building housing students during the academic year.

Types of Drills

- ✓ **Evacuation Drills**–“When conditions outside of a school are safer than inside”
(e.g.-fire, suspicious item, hazardous materials, bomb threats, earthquake)
- ✓ **Bus Drills**–“When conditions outside the bus are safer than inside.”
(e.g.-fire, suspicious items, hazardous materials, accident)
- ✓ **Law Enforcement Drills**–“When law enforcement involvement is necessary to protect school occupants and it is safer inside the school than outside.”
 - May call for reverse-evacuation or lockdown
 - (e.g. shooting incidents, bomb threats, suspicious persons, hazardous materials)
- ✓ **Severe Weather/Shelter-in-Place**–“When conditions require refuge for students, staff and public within school buildings in an emergency.”
(e.g., Severe weather, earth-

quakes, hazardous chemical release, explosives, Weapon of Mass Destruction)

Required Number of School Safety Drills

- A minimum of 3 Evacuation Drills–(with 1 requiring the participation of local fire dept.)
- A minimum of 1 Bus Evacuation Drill.
- A minimum of 1 Severe Weather or Shelter-in-Place Drill
- 1 strongly encouraged but NOT mandatory Law Enforcement Drill

Safety Drill Requirements

- **Evacuation Drills**–“Minimum of 3 School Evacuation Drills Each Academic Year”
 - One of the 3 evacuation drills requires participation of appropriate local Fire Dept./District.
 - NO LATER THAN Sept 15th, each school administrator or designee must contact the local Fire Dept./District & propose 4 dates in October for the drill.
 - The Fire Dept./District official may choose any of the 4 available dates for the drill.
 - School administrator and local fire official may by mutual agreement, set any other date for the drill outside October.
 - Upon Participation of Fire Dept./District, the Fire Offi-

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cial Shall Certify the School Evacuation Drill was conducted.

- ON or BEFORE Sept. 14th, School and Fire Officials mutually may waive fire department participation.
- Schools must still conduct a minimum of 3 drills.
- **Bus Evacuation Drill**
 - One bus drill required annually
 - Bus drill shall be accounted for in curriculum in all schools supported by public funds
 - Shall include instruction in safe bus riding practices for all students
- **Law Enforcement Drills** (strongly encouraged but not mandatory)
 - Schools MAY conduct law enforcement drills to prepare for incidents including reverse evacuations, lockdown, shootings, bomb threats and hazardous materials.
 - The appropriate local law enforcement agency must contact the school administrator to request participation in an on-site drill.
 - The law enforcement official shall certify the drill was conducted.

Annual Review of the School Buildings Emergency and Crisis Response Plans, Protocols and Procedures

- Includes each building's compliance with school safety drills.
- Review and update the existing emergency plans, in collaboration and cooperation with first responder agencies.

School Emergency Planning Committee

Each School Board or designee is required to participate & invite:

- Principal of each school
- Educational Association
- Other persons the Board believes will aid in the review process
- Representatives of all local first responders:
 - Local Fire Official
 - Local Law Enforcement Agency
 - Local Emergency Medical Services
 - Local Emergency Management Agency

Upon completion of review, the school board or designee shall sign a one page report that:

- Summarizes the recommended changes to existing school safety plans and drill plans.
- Lists parties that participated in the review.
- Certifies an effective review of each school buildings Emergency Plan has occurred.
- States that the school district will implement those plans during the academic year, and;
- Includes authorization of the school board or designee.
- The School Board or Designees shall send a copy of the report to each party that participated in the annual review.
- A copy shall be sent to the appropriate Regional Superintendent of Schools. Non-public schools send report to Office of State Fire Marshal.
- If any participant has comments on the certification documents, they must be submitted in writing to the Regional Supt. (non-public schools submit to State Fire Marshal)

Joint Rules of the Office of State Fire Marshal and the Illinois State Board of Education: School Emergency and Crisis Response Plans

29 Illinois Administrative Code 1500, adopted as 30 IL. Reg. 14355, effective August 18, 2006.

Minimal Components of School Emergency and Crisis Response Plans

- Concept of Operations:
 - ✓ A description of the school district or school's overall approach to an emergency
 - ✓ Explains how your school will respond to an emergency and describes: What should happen, when, and at whose direction
 - ✓ The definition and assignment of roles and responsibilities for direction and control, with specific reference to:
 - Chain of Command
 - Designated Back-up for each role,
 - Other critical functions
 - Reliance on the Incident Command System (ICS)
- Responsibilities of individuals who discover the emergency or crisis
- Responsibilities of leader/commander and other members of the emergency team
- Responsibilities of monitors who will ensure proper execution of the planned response
- Responsibility for communicating with first responders, building occupants, families, media and the community
- Responsibility for maintaining emergency-related records

Description of Responses Planned: What should happen, when, and at whose direction

- Immediate action steps in emergencies for:
 - Evacuation
 - Reverse Evacuation
 - Off campus evacuation
 - Lockdown
 - Shelter-in-place (severe weather, hazardous materials release)
- Response plans for:
 - Severe weather
 - Fire
 - Bomb Threats
 - Structural Failures
 - Bus Accidents
 - Failure of utilities or loss of utility service
 - Release of hazardous materials (indoors or outdoors)
 - Intruder/use of weapon/hostage
 - Public health or medical emergencies
 - Earthquake
 - Nuclear power plant accident (if within 25 miles of the facility)

Resource Inventory for Emergencies

- Emergency contact list
- Student Accountability and Family Reunification procedures
- Response guidance material, method of distribution to all staff and students
- Emergencies supplies and equipment

Training and Preparedness

- Description of actions taken to ensure administrators, staff and students understand warning signals and response to emergencies
- School Information: hazard analysis, area maps, site plans, safety reference plans (23 Ill. Adm. Code 180.120) community agreements, etc.
- Records and results of required School Safety Drills and optional drills conducted

Example of other important resources

- Maps (aerial photo of school and area)
- Site Plan (floor plan with utilities shut-offs)
- Faculty/staff/students rosters
- Photos of students, staff on CD's
- Interior and exterior photos of school
- Interagency / private sector Agreements (I.E. shelters, transportation, equipment)
- Response management Forms

Compliance Deadlines

Schools are required to form the multi-disciplinary planning teams to review and update their Emergency and Crisis Response Plans during the current school year. By September 2007, each school is required to submit a one page report to the Regional Office of Education (non-public school submit to Office of State Fire Marshal) confirming their plan has been reviewed and the required number of School Safety Drills have been completed.

Also, by September 2007, all school Emergency and Crisis Response Plans must contain the minimal components listed in this article including the formation of a school-based emergency management organization modeled on the Incident Command System used by first responder agencies.

Model Emergency and Crisis Response Plan Template

A state model Emergency and Crisis Response Plan Template is available on the Illinois State Board of Education website which includes all the required components identified in the Joint Administrative Rules pertaining to the School Safety Drill Act. The template provides suggested functional procedures for evacuations, reverse evacuations, lockdown, shelter-in-place, off-campus evacuation, and drop, cover

and hold. The examples include specific response actions for administrators, support staff and classroom teachers for these functional procedures and the specific threat plans identified in the administrative rules. To view this template, go to www.isbe.net. On the homepage, right hand side under resources box, scroll down to "Miscellaneous" and click. This will scroll down a menu which includes, "Model Emergency and Crisis Response Plan Template."

Clicking on this will take you to the page which has the model template, text of the Drill Act and related forms.

Training Available

Schools can obtain training for Multi-Hazard Emergency Planning for Illinois Schools, jointly sponsored by the Illinois Terrorism Task Force and the Illinois State Board of Education. A one day (5 hour) course focuses on "Forming Critical Incident Response Teams" in schools. A two day (15 hour) Train the Trainer course on Multi-Hazard Emergency Planning for Schools provides all the basic components needed to assess risks/hazards, develop school emergency plans, respond using the Incident Command System, plan for violent incidents, train staff and test the plan. There are no costs for the sessions and both are approved for Administrator Academy credits. Course descriptions and scheduling are posted on the Illinois State Board of Education website at www.isbe.net. On the main page scroll down the left column to ROE Services and click on it. On the ROE page, right hand side is a list which includes the Multi-Hazard Emergency Planning for Illinois Schools course and schedule.

Online self-paced training courses on school emergency planning and incident command system are available through the Illinois Emergency Management Agency www.iema.state.il; the Federal Emergency Management

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Agency-Emergency Management Institute at www.training.fema.gov/EMIWeb/IS/; and the Illinois Fire Services Institute at <http://www.fsi.uiuc.edu/content/courses/programs/homeland%29security/>.

School Emergency and Crisis Response Plan

A School Emergency and Crisis Response Plan should:

- * Be developed with the aid of community Public Safety personnel
- * Be based on a hazard analysis that addresses multiple hazards
- * Include the Incident Command System.
- * Have incident command responsibilities assigned along with backup responsibilities.
- * Have procedures in place for all positions, including the following:

- School Commander
- Public Information Officer
- Crisis Team
- Medical Team
- Student Care
- Student Release Team
- Documentation
- * Address the following drills:
 - Evacuation
 - Reverse Evacuation
 - Drop, Cover and Hold
 - Lock-Down
 - Shelter-in-Place
- * Include primary and secondary evacuation routes
- * Include multiple offsite evacuation areas.
- * Gather needed supplies and put together kits to support response actions.
- * Include procedures for cold weather evacuation, e.g., plow snow from evacuation areas.
- * Have a system of accountability for all students and adults in the building.
- * Have a reunification system for releasing students to the legal parent or guardian
- * Be tested through regularly scheduled drills and exercises involving Public Safety agencies.
- * Include a system for regular review and updating.



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