Monroe 2-Orleans BOCES Policy
Series 7000 – Instruction
Policy #7111 – EVACUATION LOCKDOWN AND EMERGENCY DISMISSAL DRILLS; BOMB THREATS

Drills

A total of twelve (12) drills must be held each school year, eight (8) of which are evacuation drills and four (4) of which are lockdown drills.

Evacuation Drills

Eight (8) evacuation drills shall be conducted with students each year, six (6) of which will be held between September 1st and December 31st of each such year. Four (4) of the drills shall be through the use of fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress, such as through different corridors, hallways, stairways and exit doors. Drills shall be conducted at different times of the school day. Students shall be instructed in the procedures to be followed in the event a fire occurs during the lunch period or assembly period; however, these instructions may be waived if the drill is held during a regular lunch or assembly period.

Lockdown Drills

Four (4) lockdown drills shall be conducted with students at least four (4) times in each school year, two (2) of those drills shall be held between September 1st and December 31st of each such year.

Lockdown drills shall be conducted at different times of the school day. Students will be instructed in the procedure to be followed if an emergency occurs during a lunch period or assembly provided; however, this additional instruction may be waived where a drill is held during the regular school lunch or assembly period.

Emergency Dismissal Drill

One emergency dismissal drill shall be conducted to test emergency response procedures that require early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time. These drills shall test the usefulness of the communications and transportation systems during emergencies.

Parent/Parental Relation Notification

Parent/Parental Relation shall be notified at least one week prior to the emergency dismissal drill.

After-School Programs

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

Bomb Threats For BOCES Operated Facilities

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The BOCES has an obligation and responsibility to ensure the safety and protection of the students and other occupants upon the receipt of any bomb

threat. This obligation must take 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. If the bomb threat is targeted at the school parking lot or the front of the school, building evacuation may not be an appropriate response. If the bomb threat indicates that a bomb is in the school, then building evacuation is necessary unless the building has been previously inspected and secured in accordance with State Education Department Guidelines and as incorporated in the School Emergency Management Plan and administrative regulations.

The decision to evacuate a building or to take shelter is dependent upon information about where the bomb is placed and how much time there is to reach a place of safety. Prudent action dictates that students and other occupants be moved from a place of danger to a place of safety. Routes of egress and evacuation or sheltering areas must be thoroughly searched for suspicious objects before ordering an evacuation. Failure to properly search evacuation routes before an evacuation takes place can expose students and staff to more danger than remaining in place until the search has taken place. Assistance is available from local police agencies and the New York State Police to train staff to check evacuation routes.

Police Notification and Investigation

A bomb threat to a school is a criminal act, which is within the domain and responsibility of law enforcement officials. Appropriate State, county, and/or local law enforcement agencies must be notified of any bomb threat as soon as possible after the receipt of the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan.

Therefore, the building administrator or designee is to notify local law enforcement officials and follow established procedures to move all occupants out of harm's way.

Implementation

The Board directs the District Superintendent or their designee to develop protocols to implement the terms of this policy. Additionally, such protocols are to be incorporated in the School Emergency Management Plan, with provisions for written notification by October 1 of each school year to all students and staff.

8 New York Code of Rules and Regulations
(NYCRR) Sections 155.17 and 156.3(h)(2)
Education Law Sections 807 and 3623
Penal Law Sections 240.55, 240.60 and 240.61

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