

To: Superintendents and Principals

From: Stephen Balko, Director of School Building Security

Date: July 3, 2020

Subject: Important School Safety Reminders

The beginning of the school year is here, and there is important information to share:

Drills:

- **Fire Drills:** Indiana Administrative Code requires that school fire drills must be performed monthly (511 IAC 6.1-2-1).
 - **One fire drill must be performed within the first 10 school days of a new school year.**
 - Schools may substitute a tornado drill or a manmade drill for a fire drill twice per semester (but not in consecutive months or in the first 10 days) per IC 30-34-3-20.
 - Additional considerations for fire drills can be found here:
<http://www.doe.in.gov/sites/default/files/safety/fire-drills-schools.pdf>.
- **Active Shooter Drill:** For traditional public schools, one manmade occurrence drill must be an active shooter drill, and it must occur within the first 90 days of school. Charter and non-public schools must conduct an active shooter drill during the school year. It is important that these drills are conducted early in the school year to provide students and staff with a clear understanding of actions to be taken should this type of incident occur. Active shooter drills can include ALICE, lockdown, or other similar types of drills.
- **COVID-19 Drill Guidance:** As schools prepare to return to their buildings for the upcoming school year, it's important to recognize routine hazards will still need to be planned for alongside of COVID-19. Conducting emergency drills are a vital element of emergency preparedness. You can find options for consideration as you seek to conduct drills with public health in mind [here](#).

Emergency Preparedness Plans Certification: Within 60 calendar days after the beginning date of each school year, superintendents shall certify to the Indiana Department of Education (IDOE) that the emergency preparedness plans for the school corporation and each school in the corporation have been reviewed and revised if necessary. This can be completed here: <https://www.doe.in.gov/safety/safe-schools-and-emergency-preparedness-planning-certification-form>.

Remembering Tragedies: Throughout the year, several dates will mark tragedies that have occurred in schools in Indiana and across the country. The days leading up to and following these dates are often met with an increase in threats to schools, and can cause students to experience various levels of grief and emotion. Information on threats can be found here: <https://www.doe.in.gov/safety/threat-assessment>. Additionally, information from IDOE's Office of Social, Emotional, and Behavioral Wellness can be found here: <https://www.doe.in.gov/sebw>.

For questions related to COVID-19, please refer to Indiana's Considerations for Learning and Safe Schools (IN-CLASS) document found [here](#).

If you have any questions, please contact Stephen Balko at 317-232-4914 or e-mail at sbalko@doe.in.gov.