

## **SAFETY PLANS AND DRILLS**

Code **EBCB** Issued

---

The district is committed to providing a safe learning environment that supports academic achievement. School safety is a community issue that requires collaboration between the administration, emergency response agencies, parents/legal guardians, and the community.

The district will collaborate with state and local law enforcement, fire, and emergency management agencies.

The board directs the superintendent or his/her designee to implement plans and procedures in accordance with this policy.

### **Assessment**

The district will conduct monthly assessments for each building/facility owned by the district. The principal or his/her designee is responsible for conducting the monthly assessments. Documentation will be maintained and made accessible to the fire code official during an inspection.

The monthly assessments should address the automatic fire sprinkler systems, fire detection and alarm systems, fire-rated assemblies, emergency lighting, emergency power supply system generators, portable fire extinguishers, emergency responder radio coverage, smoke and heat removal systems, and commercial kitchen requirements. The state *Model Fire and Safety Program Guidelines* will be followed when assessing each of these areas.

### **Inspections**

The district will coordinate with the local fire department or fire code official responsible for code enforcement. The district will identify the entity that will be performing fire inspections for each facility and the frequency at which each facility will be inspected.

### **Evacuation Plans and Drills**

The district will implement plans and conducts drills for evacuating or locking down facilities in emergency situations. Plans will include safety measures for indoor and outdoor assemblies, events, and gatherings (e.g. recess) detailing crowd management and security. Safety drills will be conducted throughout the school year in accordance with the state *Model Fire and Safety Program Guidelines*. District staff will fully cooperate to carry out all drills and will train students in prompt and orderly evacuation.

#### *Fire drills*

Schools will conduct, at a minimum, two (2) fire drills per year (one each semester). The first fire drill should occur within ten (10) days of the start of the school year.

## **PAGE 2 - EBCB - SAFETY PLANS AND DRILLS**

### *Active shooter/intruder drills*

Schools will conduct, at a minimum, two (2) active shooter/intruder drills each school year (one each semester). The district will utilize a nationally recognized training method that will be conducted in a developmentally appropriate manner for all participants. All drills will be inclusive and necessary accommodations for participants with disabilities will be provided. To the extent possible, all school personnel will participate in active shooter/intruder drills. All personnel will receive active shooter/intruder and security training, at a minimum, twice per year.

### *Severe weather/earthquake drills*

Schools will conduct, at a minimum, two (2) severe weather/earthquake drills each school year (one each semester).

### **Classroom and Hallway Safety**

Staff members will be informed of restrictions regarding decorations and interior finishes, electrical safety, laboratories, entryways, and storage.

### **Construction and Renovation**

Staff will refer to policies FA, *Facilities Development Goals and Priority Objectives*, and FB, *Facilities Planning*, when renovating and constructing buildings and campus access to ensure compliance with state standards and specifications. Maximum occupancy requirements will be followed at all times.

Adopted ^

---

### Legal References:

- A. S.C. Code of Laws, 1976, as amended:
  - 1. Section 59-17-160 - Model fire and safety policy and program guidelines; posting requirement.
  - 2. Section 59-63-910, *et seq.* - Required public school drills.
- B. S.C. State Board of Education Regulations:
  - 1. R43-166 - Student and school safety; emergency and disaster plans.
- C. Other References:
  - 1. 2020 Model Fire and Safety Program Guidelines.

## **Policy ECAF Video Monitoring/Buildings and Grounds**

The board supports the administration's use of video and audio-visual cameras in accordance with this policy and governing law. Such monitoring will be utilized to foster security and promote student and staff safety.

Video and audio-visual cameras may be used to monitor and record students, staff, and other persons at district facilities and in and around district buildings on a year-round basis, at any time, whether or not school is in session, and whether or not the facilities and buildings are being utilized by the district.

Neither video cameras nor audio-visual cameras will be used in restrooms, locker facilities, or other areas where students, staff, and/or other persons have a reasonable expectation of privacy.

Students, staff, and other persons are prohibited from the unauthorized use of, and from tampering with or otherwise interfering with, the district's video and/or audio-visual cameras and related equipment.

### **Notification**

Annually, the district will provide notification to students, parents/legal guardians, and staff that video and/or audio-visual surveillance is being utilized and that recordings may occur.

Signage will be posted outside of any location where video and/or audio-visual cameras may be used in order to provide notice to individuals that they are subject to video and/or audio-visual monitoring and recording.

### **Maintenance and Operation of Recording Systems**

The building-level principal will take all necessary steps to ensure that the video surveillance system installed at his/her building is operating properly and will supervise and control its use. He/She will ensure that assigned staff are trained to operate the surveillance equipment and that recordings and a log of these recordings are properly maintained for a minimum of ten (10) days. If, at that time, he/she knows of no reason for continued storage, such recordings will be erased, deleted, or recorded over.

If an investigation or incident occurs necessitating review of recording data, the recording should be maintained for one hundred eighty (180) days, where upon if the building-level principal knows of no reason for continued storage, he/she will authorize erasure.

Recordings retained as a necessary part of a student's behavioral record or a staff member's personnel record or turned over to law enforcement in accordance with district procedures and applicable law should be maintained in accordance with state law and regulation or until any associated investigation and/or any resulting legal proceedings have been concluded, whichever occurs later.

Video and audio-visual recordings will be stored and secured in a manner to ensure confidentiality.

### **Viewing of Recordings**

#### *Video/Audio-Visual data*

Video and audio-visual may be reviewed only when there is reasonable suspicion that an incident has occurred or in response to an alleged incident. Examples include, but are not limited to, theft, property damage, personal injury, trespass, violations of district policy, or emergency situations.

Video and audio-visual recordings may be used as evidence that a student, staff member, or other person has engaged in behavior that violates district policy, school rules, or state or federal law.

The building level principal, in accordance with the superintendent, will determine which district officials have a legitimate need to access or review recordings in accordance with governing law and district policy.

#### *Student/Personnel records*

In the event an audio or video recording is used as part of a student or personnel discipline matter, such video may become part of a student's education record or a staff member's personnel file. Requests to view video constituting education or personnel records by individuals who are not authorized district officials must be submitted in writing to the building-level principal or superintendent and will be limited to appropriate staff members, school administrators, parents/legal guardians, students 18 or older, or others with a legitimate interest in the record as determined by the superintendent or his/her designee. Only the portion of the recording concerning a specific incident(s)/individual will be made available for viewing in accordance with applicable law and district policy.

The viewing of recordings may only be permitted at the district office unless otherwise authorized by the superintendent or his/her designee or unless otherwise required by law. All viewings will be overseen by a district official.

To the extent required by law, a written log will be maintained of individuals viewing recordings, including the date of viewing, reasons for viewing, date the recording was made, and the district facility and area of facility where the recording was made.

The district makes no guarantee that any requested recording will be available. Recordings remain the property of the district and may be reproduced only in accordance with the law and district policy.

### **Release of Video to Law Enforcement**

Any type of activity detected through the use of video or audio-visual surveillance that might constitute a violation of the law will be reported immediately to the appropriate law enforcement agency. Video recordings may be shown to law enforcement or emergency response officials by the district, consistent with applicable laws.

#### Legal References:

United States Code of Laws, as amended:

Family Education Rights and Privacy Act of 1974, [20 U.S.C.A. Section 1232\(g\)](#).