

## Emergency Drills

### California Education Code § 32001

Every person and public officer managing, controlling, or in charge of any public school shall conduct a fire drill at least once every calendar month at the elementary level and at least four times every school year at the intermediate levels. A fire drill shall be held at the secondary level not less than twice every school year.

### California Education Code § 35297

The earthquake emergency procedure system shall be conducted at least once each school quarter in elementary schools and at least once a semester in secondary schools.

The procedure shall include a “drop procedure” whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. This procedure includes protective measures to be taken before, during, and following an earthquake. It also includes that students and both certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system (IUSD’s Emergency Response Team).

### Irvine Unified School District

Lockdown drills are not required by California law, but are required by the Irvine Unified School District to be conducted at least once during each school year. Lockdown training, conducted by the Irvine Police Department, shall be conducted with both certificated and classified staff every two years.

During the school year, as emergency drills are completed, emergency drills are recorded on the District’s Emergency Drill Report. The Emergency Drill Report may be found on the IUSD intranet at <https://intranet.iusd.org/emergency-planning>.

At the end of each school year, schools shall submit the completed Emergency Drill Report to Risk Management & Insurance.