

# COLORADO SPRINGS SCHOOL DISTRICT 11



## Management Directive from the Superintendent

**Date:** November 10, 2016

**Subject:** Management Directive – Safety Drills

**Management Directive #:** MD-A1

**Purpose:**

To provide direction to all Colorado Springs School District 11 (the District) schools and departments regarding safety drills.

The District strives to provide a safe learning and working environment for students and staff. Safety drills should be practiced on a regular basis in order to be prepared for emergency or crisis situations that may arise. The following safety drills must be completed at least four times annually to ensure that students and staff are prepared to act in an emergency situation:

- Lockdown drill
- Shelter in place drill
- Tornado drill.
- Evacuation drill
- Fire drill

District departments and schools will report the completion of drills to the Security Department to ensure that drills are recorded. Schools and departments will also record the completion of drills at their location.

**Directive:**

District schools and departments will complete all safety drills within the first three weeks of the school year and at least twice per semester. The only exception to this is the fire drill which must be completed monthly, and the first fire drill of the school year which must be completed within the first ten days of school. All completed drills will be recorded at the schools or departments and the Security Department will be notified to ensure that a master log recording drills is updated.

Signed:   
Dr. Nicholas M. Gledich, Superintendent

Date: 11-8-16