



School Security Drill Guide

N.J.S.18A:41-1 Fire, school security drills
pursuant to C.App.A:9-86



This document provides State guidance relating to school security drills pursuant to 18A:41-1. Security drills, which are similar in duration to a fire drill, will be used to practice schools' procedures for responding to emergencies as outlined in the *School Administrator Procedures: Responding to Critical Incidents* document that the Department of Education disseminated in October 2007. Schools will coordinate with local emergency responders by updating safety and security plans and procedures for drilling, managing and responding to school emergencies.

DEFINITIONS

School Security Drill: An exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

Tabletop Activity: This activity involves key personnel discussing simulated scenarios in an informal setting. Tabletops can be used to assess plans, policies, and procedures.

Full Scale Exercise: This is a multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. This exercise tests many components of one or more capabilities within emergency response and recovery, and is typically used to assess plans, procedures and coordinated response under crisis conditions.

DRILLS

Fire, school security drills
18A:41-1

Every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the pupils performing every fire drill.

Schools are required to conduct a school security drill within the first 15 days of the beginning of the school year.

Schools are required to hold a minimum of **two** of each of the following security drills annually:

- Active shooter;
- Evacuation (non- fire);
- Bomb threat;
- Lockdown.