

Frequently Asked Questions About Amendments to Commissioner's Regulation §155.17, Effective July 31, 2024

Lockdown and Evacuation Drills

1. What is the meaning of Lockdown and Lockdown drills?

Lockdown means to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. Lockdown will only end upon physical release from the room or secured area by law enforcement. Lockdown drills practice the essential steps necessary to lockdown in an emergency (clear the hallway, lock/barricade doors, hide from view and remain silent until law enforcement gives the "all clear").

2. What is the meaning of Evacuation and Evacuation Drills?

Evacuation means moving students for their protection from a school building to a predetermined location in response to an emergency. Evacuation drills test emergency systems by using the alarm system, as well as practice emergency procedures, evacuation routes and evacuation sites. Evacuation is commonly used in the event of a fire, but may be used in response to other emergency situations in the building such as a gas leak, roof collapse, flooding in the building, etc.

* Note that the emergency response terms focus on the emergency response actions that students and adults would take in response to an emergency (e.g. Evacuate!) rather than the hazard that occupants are responding to (fire, gas leak, roof collapse, etc.). All fire drills are evacuation drills; however, not all evacuation drills are fire drills. Students may evacuate for various reasons. Therefore, we use the evacuation language to articulate the action of the students, not the impetus for the action.

3. What is the meaning of Secure Lockout (Lockout) and Secure Lockout (Lockout) Drills?

Secure Lockout (Lockout) means students and staff remain inside school buildings that are locked and secured during incidents that pose an imminent concern outside the school. For example, local law enforcement may recommend a school implement a secure lockout if there is a non-school related incident in the community, such as a bank robbery. Note that [effective July 1, 2025, Commissioner's Regulation §155.17 requires that all schools use the term Secure Lockout](#).

Secure Lockout drills are not required, however, your school or district may conduct secure lockout drills at your discretion. If your district or school opts to conduct secure lockout drills, you must provide advance notification (see Q.6-13) and you must announce it is a drill at the time the drill occurs (see Q.14-15).

4. What is the meaning of Hold-in Place and Hold-in Place Drills?

Hold-in Place means the restriction of movement of students and staff within the building while dealing with short-term emergencies. In a hold-in place, students and staff stay where in their room or area, clear the hallways and continue normal activities until the "All Clear" is announced. Hold-in Place is often used when there is a short-term situation that school officials are addressing that would be complicated by having

students or staff traveling around the building. An example of when a school might use a hold-in place is to keep students and staff in classrooms because someone was injured and the school nurse or paramedics are rendering aid.

Hold-in Place drills are not required, however, your school or district may conduct hold-in place drills at your discretion. If your district or school opts to conduct hold-in place drills, you must provide advance notification (see Q.6-13) and you must announce it is a drill at the time the drill occurs (see Q.14-15).

5. What is the meaning of Shelter-in Place and Shelter-in Place Drills?

Sheltering and Shelter-in Place mean keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated. Shelter-in Place is most often used in response to a weather emergency like a tornado warning or high winds.

Shelter-in Place drills are not required, however, many schools your school or district may conduct hold-in place drills at your discretion. If your district or school opts to conduct shelter-in place drills, you must provide advance notification (see Q.6 -13) and you must announce it is a drill at the time the drill occurs (see Q.14-15).

Parental Notification of Drills

6. What is the difference between drills being announced, drill notification, and parental consent?

Announcing Drills – means to inform students and staff **at the time a drill occurs** that it is a drill. For example, for a lockdown drill, a school may announce: “This is a drill. Lockdown, lockdown, lockdown. This is a drill.”

Please note: Announcing drills is **not** required for **evacuation drills**. This is because during evacuation drills the fire alarm is sounding and announcing evacuation drills is not aligned with NYS Fire Code.

Parental Drill Notification – means to inform parents in advance of drill(s) that they will occur. Parental notification is required for all drills, including evacuation drills. The district-wide school safety plan must include procedures regarding notification of parents or persons in parental relation regarding drills, and it is also required that notice to parents/parental relation regarding drills must be made **within one week** before each drill, meaning at least 1 day before and no more than 7 days before the drill. Sample letters are posted here:

- [https://www.nysed.gov/sites/default/files/programs/student-support-services/sample annual parent guardian notification august 2024.pdf](https://www.nysed.gov/sites/default/files/programs/student-support-services/sample%20annual%20parent%20guardian%20notification%20august%202024.pdf)
- [https://www.nysed.gov/sites/default/files/programs/student-support-services/sample parent notification emergency drill august 2024.pdf](https://www.nysed.gov/sites/default/files/programs/student-support-services/sample%20parent%20notification%20emergency%20drill%20august%202024.pdf)

7. Are “early dismissal drills” still required? Are there any special requirements or recommendations regarding parental notification for these drills?

Yes, it is still required that each school conduct one emergency dismissal drill each school year to test emergency response procedures that require early dismissal. The drill may not occur more than 15 minutes earlier than the normal dismissal time. It is required that notification to parents or those in parental relation be given at least one week in advance of the drill, along with the date and time of the drill. Many districts incorporate the date for the early dismissal drill in their annual school calendar so that families and staff have sufficient time to prepare. The new requirement that parental notification regarding drills be made within one week before each drill (at least 1 day before and no more than 7 days before the drill) also applies to early dismissal drills.

8. Is it required that my district or school post a calendar of evacuation and lockdown drill dates on our district website as part of parental notification?

No, districts and schools are not required to, and should not post or distribute a specific schedule of dates for evacuation and lockdown drills. The requirement that district-wide school safety plans include information about notification procedures to parents regarding drills is intended to encourage an informative communication from the district (or school) to parent(s) and those in parental relation regarding emergency procedures that are in place; how those procedures are communicated to students, staff and families; how they are practiced; and how communication to families will occur in advance of drills and during an emergency. The objective is to build familiarity with emergency procedures for the entire school community. A sample letter to parents and those in parental relation is available [here](#).

General drill notifications that are provided to parents should also be shared with staff and students. You should include the type of drill and a general timeframe for when the drill will occur.

Except for the annual early dismissal drill, do not share specific dates or times of drills in advance. Posting drill dates on your school website would not align with the regulation requirement that notice to parents/parental relation regarding drills must be made **within one week** before each drill meaning at least 1 day before and **no more than 7 days** before the drill.

9. What is required as part of the new parental notification requirement for drills? How detailed should the parental notification be; should it include specific information about the type of drill and the day and time the drill will occur?

Notice to parent(s) and those in parental relation regarding drills must be made within one week before each drill, meaning at least 1 day before and no more than 7 days before the drill. The procedures for this notification should be documented in the district-wide school safety plan.

The parental notification regarding a drill should include the type of drill and a general timeframe for when the drill will occur; for example, “We will be conducting a lockdown

drill in your child's school within the next week." The notification should not include information about the specific day and time for the drill. The procedures for this notification should be documented in the district-wide school safety plan as described above. A sample notification to parents and those in parental relation is available [here](#). It is also required that parental notification be provided for the annual early dismissal drill (see Q.7 & 8 for additional information about early dismissal drills).

Note that regular school operations include many routine activities that cause students and staff to gather outdoors on a regular basis; such as arrival and dismissal, recess, and athletic events. Notification to parents in advance of drills should not include specific day or time for the drill, and providing advance notice of such drills to parents and families does not inherently increase risk.

10. Is parental notification required for drills other than lockdown, evacuation, and early dismissal? For example, bus drills, or lockout, shelter-in place, hold-in place, or reunification drills?

Parental notification is required for drills that practice emergency response procedures detailed in Commissioner's Regulation §155.17, which includes required lockdown, evacuation, and early dismissal drills as well as additional drills your district or school may choose to conduct to practice emergency response procedures detailed in your school's shelter-in place, hold-in place, lockout (secure/lockout) and/or reunification procedures.

Parental notification is not required for bus drills; however, your district may choose to notify parents for these drills, as well.

District and school policy regarding parental notification should be documented in the district-wide school safety plan.

11. Is parental notification required for emergency response actions such as a hold-in place to keep hallways clear while emergency medical staff (EMS) transport an injured student via ambulance to the hospital? What about for false alarms?

Education Law §2801-a and Commissioner's Regulation §155.17 require there be policies and procedures for notifying parents regarding emergencies.

District and school policy regarding parental notification should be documented in the district-wide school safety plan.

12. The parental notification requirement in advance of drills does not reference staff or students. Can we share this information with students and staff when we notify parents?

Yes, you may and should share the same information provided to parent(s) and those in parental relation with students and staff.

13. Does parental notification need to be done via multiple outlets (weekly newsletter, website, email, text, etc.)?

The amendments do not require notification to parent(s) and those in parental relation via multiple means. Your district-wide school safety team should consider the needs of families in your community to determine the most efficient method of reaching all parents with this important information. For example, not all families may have the ability to receive text messages or emails. The procedures for this notification should be documented in the district-wide school safety plan. See Q.7, Q.8, and Q.16.

Drill Announcement

14. What is the new requirement regarding announcing drills?

Except for evacuation drills, it is required that at the time drills are conducted, students and staff must be informed that the activities being conducted are a drill. Training for students and staff on emergency procedures should include how a drill will be announced. For example, during an evacuation drill, the fire alarm will be used; or during a lockdown drill, an announcement will be made over the loudspeaker, *"This is a drill. Lockdown, lockdown, lockdown. This is a drill."*

15. Why are evacuation drills not announced as drills at the time they are occurring?

In accordance with NYS Fire Code, evacuation drills may not be announced as a drill. Further, during evacuation drills, alarms may be sounding which may preclude individuals from hearing drill announcements.

District-Wide School Safety Plans

16. What information must be included in the district-wide school safety plan related to drills? Is it adequate to provide the new definitions and the drill requirements or to indicate we will comply with trauma-informed drill requirements?

Commissioner's Regulation §155.17 requires that the districtwide school safety plan include the following:

(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;

(xiv) procedures for review and the conduct of drills, tabletop exercises, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At their discretion, schools and districts may participate in full-scale exercises in coordination with local and county emergency responders and preparedness officials. Such procedures shall ensure that:

(1) Drills conducted during the school day with students present shall be conducted in a trauma-informed, developmentally, and age-appropriate

manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency.

(2) At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Provided, however, that students and staff shall not be informed in advance of evacuation drills.

(3) Tabletop exercises may be utilized by school and district safety teams as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting-type setting to discuss their roles during an emergency and their responses to a sample emergency situation.

(4) Schools and districts that opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency shall not conduct such exercises on a regular school day or when school activities such as athletics are occurring on school grounds. Such exercises may not include students without written consent from parents or persons in parental relations.

The objective is that your district-wide school safety plan be an informative resource for parents, families and staff, and as such should include sufficient detail to respond to most questions about policy and procedure. The district-wide plan is public-facing and is meant to document the practices and procedures that have been developed to keep your building(s) and individuals safe. The more family-friendly language you include about policies and procedures that affect students, the more helpful your plan is. The new requirements are intended to be trauma-informed and may help families recognize the work you are doing to support them. Including a contact person for parents to reach out to with a question or concern can be a helpful way to answer questions and reinforce the idea that drills exist to prepare, not to scare.

Scheduling Drills

17. Is there a requirement that schools must conduct an evacuation drill within the first week of school?

Yes, New York State Fire Code requires that the first evacuation drill be conducted within the first week of school.

18. What happens if a drill needs to be rescheduled because of inclement weather or some other unforeseen circumstance?

District and/or school officials may wish to include information in their notification regarding how and when parents will be notified if it is necessary to re-schedule a drill because of unforeseen circumstances or inclement weather. If a drill does need to be rescheduled outside the anticipated window in the original notification, additional notification to parent(s) and those in parental relation must be provided.

- 19. My BOCES building offers Career and Technical Education (CTE) to area students, with different students attending morning and afternoon programs. In this circumstance, is it permissible to conduct two drills on the same day; one with morning students and one with afternoon students?**

In this circumstance, it is recommended that you conduct multiple drills on the same day to be sure that all students have the opportunity to learn and practice emergency procedures via drill(s). In other words, you will conduct 4 lockdown and 8 evacuation drills on separate dates with a morning and an afternoon occurrence of the drill on each date.

- 20. Is it a requirement to conduct drills during an assembly time or at a certain time of day?**

It is required that drills be conducted at different times of the school day, on different dates and days of the week. In addition, students must be provided instruction in the procedure to be followed if a fire occurs during the lunch period or assembly; provided, however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly. It is not required that drills be conducted during assembly or lunch periods; however, you may wish to do so.

Unplanned Evacuation

- 21. If there is an unplanned evacuation, such as when someone pulls the fire alarm, do we need to notify parents?**

Parents must be notified regarding emergency response actions, including false alarms. It is helpful to have draft communication ready to facilitate quick notification to parents and those in parental relation after such an incident. Communication should describe the incident briefly, describe procedures that were followed, and reassure parents that their student(s) are safe.

- 22. Can an unplanned evacuation, such as when someone pulls the fire alarm, count as one of the mandated drills?**

An unplanned evacuation, false alarm, or other emergency response (such as lockdown or lockout) is not a drill and may not be used in place of a required drill.

Fire Drills Versus Evacuation Drills

- 23. What is the difference between a fire drill and evacuation drill, and which is required?**

Education Law §807 and Commissioner's Regulation §155.17 both require schools to conduct evacuation drills. Historically, it was required that schools and many other entities conduct fire drills, where building occupants evacuate the building. Current practice in emergency planning utilizes the term that describes the action we are taking, in this case evacuating. The justification is that we would take the same action (evacuate the building) if there was a fire, gas leak, or roof collapse in the building. Education Law §807 and Commissioner's Regulation §155.17 were both amended in 2016 to replace the term "fire" with "evacuation."

Trauma-Informed Drills

24. Do the new requirements that drills be trauma-informed impact other activities that we conduct, such as training in first aid, Stop the Bleed, or Prom Promise/Memorial Trailers?

Commissioner's Regulation §155.17 requires that all drills be conducted in a trauma-informed, developmentally, and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency. The regulations do not address Prom Promise or other similar drunk driving prevention programs, first aid, CPR, or Stop the Bleed instruction or exhibition in schools. Therefore, the regulation does not apply to, nor preclude you from continuing as you have done with regard to those activities.

NYSED encourages schools to incorporate trauma-informed practices and include developmentally appropriate information in all instruction to students. The focus in teaching these types of skills should be on assisting the person, and not on the potential causes of injury. As an example, New York requires we conduct lockdown drills rather than "active shooter" drills. The purpose in providing training and instruction in emergency procedures is so that everyone is knowledgeable on what actions to take in case of an emergency; with the intent on not scaring participants.

25. During a lockdown drill can the fire alarm be pulled to test everyone staying in lockdown? Is the alarm considered a "prop?"

Using the fire alarm in an evacuation is required and is not considered a prop in that circumstance because it is the signal for students to evacuate. However, using the fire alarm as an added component to a lockdown drill to see if students react appropriately may create an added layer of possible trauma or anxiety, and should not be used.

It is required that students and staff be provided training prior to the occurrence of drills. Best practice would be to instruct students and staff that during a lockdown, do not respond to the fire alarm unless there are other indicators of fire (seeing or smelling smoke, flame, etc.) Discussions about lockdown drills and their purpose, as well as added information for a real emergency, should be developmentally and age-appropriate, and supported by staff who are trained in trauma-informed practices.

26. Can you explain the secondary egress/emergency exit requirements with examples that are trauma-sensitive?

The requirement to utilize secondary egress during drills is to help ensure that staff and students are aware of and can utilize alternate means of evacuating in an emergency. Some schools practice this by posting a staff member in front of an exit to direct students and staff to an alternate exit to practice the necessary skill in a way that does not generate trauma or fear. Similarly, using a sign to re-direct students and staff will accomplish the same thing.

27. Can local law enforcement and fire departments still participate in drills?

Yes, it is recommended that local law enforcement and other first responders participate in drills where practicable, to facilitate first responders' familiarity with the school building and grounds and emergency procedures that are in place. District-wide school safety team(s) and building-level emergency response team(s) should collaborate with representatives from local law enforcement and other emergency responders regarding drill procedures and the requirement that drills be trauma-informed. Use of tactical gear or other emergency response equipment by law enforcement and other emergency responders during drills may create fear in students or staff and should be avoided.

28. Can my school host a county-wide functional exercise on the weekend when sports practices are occurring?

No, the regulation amendments stipulate that functional exercises may not occur on a regular school day or when school activities such as athletics are occurring on school grounds.

Tabletop Exercises

29. Are there resources for tabletop exercises for adults?

Tabletop exercises can be used by safety teams to review and discuss response to a hypothetical incident and to identify the information, actions, and notifications that are needed. The NYS Center for School Safety has resources on tabletop activities at <https://www.nyscfss.org/safety-plans>.

Parental Consent

30. Do the amendments give parents the ability to opt their child out of participating in drills?

No. Education Law § 807 requires that “[i]t shall be the duty of the principal or other person in charge of every public or private school or educational institution within the state... to instruct and train the pupils by means of drills, so that they may in a sudden emergency be able to respond appropriately in the shortest possible time and without confusion or panic.” As such, the Commissioner lacks the authority to implement regulation that allows “opt-out” from drills. The addition of trauma-informed practices as part of emergency response procedures, drills, and training is intended to facilitate a safe and supportive environment. School and district officials may wish to leverage school counselors, social workers, and other student support personnel to assist students, staff or families that may need additional assistance or support before, during, and after drills.

31. What would be an example of an event requiring written parent consent? Please clarify.

The regulation amendments include some specifics about this: "*Schools and districts that opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency shall not conduct such exercises on a regular school day or when school*

activities such as athletics are occurring on school grounds. Such exercises may not include students without written consent from parents or persons in parental relation."

Often this type of exercise is organized by county or other local responders and include multiple agencies and simulated situations. These simulations are very helpful for first responders; however, their similarity to actual events can be trauma-inducing, and therefore cannot include staff involuntarily, or involve students except those with written parent consent.

32. What drills require parental consent?

Drills do not require parent consent, only notification. However, full-scale exercises require prior written consent.

33. Do lockdown drills require parental consent?

No, parental consent is not required for lockdown drills. It is required that all schools conduct a minimum of four lockdown drills each school year; two of the four required lockdown drills must be conducted between September 1 and December 31. Lockdown drills must be trauma-informed and may not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency.

It is required that parental consent be obtained for students to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency. In addition, such exercises may not occur on regular school days or when school activities such as athletics are occurring on school grounds.

34. My school conducts drills beyond the minimum required lockdown and evacuation drills, including a reunification drill each year at an off-site location. Does the reunification drill require parental consent for students to participate?

Schools are encouraged to add additional drills beyond the minimum required as they deem necessary. The details of how the activity will be conducted are what determine if it is a drill or a functional exercise. All drills conducted during the school day with students present must be conducted in a trauma-informed, developmentally and age-appropriate manner and may not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency.

Full-scale exercises that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency may not occur on a regular school day or when school activities such as athletics are occurring on school grounds. Full-scale exercises may not include students without written consent from parents or persons in parental relation.

35. My district's updated plan was adopted by our Board of Education by the required deadline, but we need to make an update to the plan. What is the process for updating?

To update or amend your plan after board adoption, the plan must again be shared at a public meeting of the board and be posted for public comment for a minimum of 30 days before board adoption. You should also contact the Department at SafetyPlans@nysed.gov if your plan needs to be updated after it has been submitted.

Bus Drivers and Monitors

36. How should districts and schools that have contracted transportation services include bus drivers and monitors on required safety teams?

The time students spend on the buses is an important part of their day, and bus drivers and monitors play a critical role in keeping students safe. In addition, transportation is a critical function that may be necessary as part of an emergency response, for example, in an early dismissal.

Regardless of how a school or district's bus drivers and monitors are hired, Education Law § 2801-a and Commissioner's Regulation §155.17 require that bus drivers and monitors must be included in the district-wide school safety team and building-level emergency response planning teams, be provided annual training that is required for all staff, which specifically must include the following policies and procedures in the district-wide school safety plan:

- policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which for this subdivision shall include suicide;
- policies and procedures for responding to acts of violence by students, teachers, other school personnel, bus drivers and monitors, and visitors to the school, including consideration of zero-tolerance policies for school violence;
- policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community, and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, parents or other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

Districts that use contracted transportation services may wish to include school safety team(s) in their contract language.

37. Is it required that a bus monitor be included on the district-wide school safety team and building-level emergency response planning team, or are other school monitors, such as cafeteria or hall monitors, allowed to serve on the team(s)?

Education Law § 2801-a and Commissioner's Regulation §155.17 require bus drivers and monitors be included on the district-wide school safety team and building-level emergency response planning team. District and school officials are encouraged to

include individuals in other roles to their team(s) as they deem necessary, which may include cafeteria and hallway monitors and others with a unique perspective to add to the team.

Threat Assessment

38. What changed in regulation related to threat assessment?

The new requirement related to threat assessment efforts requires that where threat assessment is utilized, the district-wide school safety plan must provide a description of the school, district or county team and its purpose. In addition, annual staff training on safety and emergency procedures must include information regarding the purpose and procedures of such team. Resources related to threat assessment are available on the Center for School Safety website at: <https://www.nyscfss.org/resources-threat-assessments>.

Staff Training

39. Does the requirement to provide training in emergency procedures apply to staff other than teachers and administrators? For example, does it apply to adjunct faculty, coaching staff, or staff of before or after school programs and contracted staff?

Yes, the requirement to provide training in emergency procedures applies to all staff.

40. The Building-Level Emergency Response Plans are confidential. Is there any guidance on how we should be training staff or students?

While the confidential plans are not reviewed in public, publicly posted, and are not subject to FOIL requests, it is also an expectation and requirement that students and staff receive instruction in the emergency procedures that are detailed in the plan. As with your training programs for staff and substitute teachers, the complete plan is not provided during training (i.e., maps, floor plans, functional annexes) yet staff are instructed on how to respond during a drill or an emergency.

It is recommended that training include essential information for what to do and what actions to take during a drill as well as during an emergency. This would include how a drill or emergency is announced, actions to take, and how and when they will end. The goal is for students to know what actions to take if an emergency does occur. Your building-level team is essential in determining the information that should be included in the training program.

Resources to assist school leaders in developing training for staff are available on the Center for School Safety website at: <https://www.nyscfss.org/annual-safety-login>.

Information on conducting trauma-informed drills is available at:

https://www.nyscfss.org/files/ugd/60b30b_83ccdc03514e5a8d9b1781a3045667.pdf.

Afterschool Activities and Extracurriculars

41. What are the safety considerations for afterschool activities such as athletics, afterschool programs, etc.?

Every school and district must ensure that there are clear procedures in place for greeting and managing out-of-district visitors who attend athletic events, afterschool programs, and other activities. Visitor management is a key element in maintaining safety. District and school leaders should take stock of how they are providing training to leaders of afterschool programs, such as coaches and program directors. This includes articulating procedures that are in place to make visitors aware of school safety protocols, not only informing them of exits but also of broader safety procedures. Consider posting memos or signage that clearly communicates safety information to visitors and parents during these activities.

42. Are there requirements for parental notification of evacuation and lockdown drills being conducted during afterschool programming, such as 21st Century Learning Center programs?

Yes, if the afterschool program conducts drills, then parental notification is required as described above (see Q.6 - Q.13).