



## MEMORANDUM

TO: Superintendents, Principals, and Headmasters (All Vermont Schools)

FROM: Michael Desrochers, Director, Vermont Division of Fire Safety  
Rebecca Holcombe, Secretary, Vermont Agency of Education

SUBJECT: School Egress (evacuation) & Lockdown Drills

DATE: 8/9/2016

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The Vermont Fire & Building Safety Code mandates that six (egress) evacuation drills, and five lockdown drills must be conducted during the upcoming school year, according to a schedule developed by the Division of Fire Safety and the Vermont School Crisis Planning Team.

All schools, whether public or private, must include this new egress and lockdown schedule in their school's emergency plan. The new schedule will fulfill the emergency egress drill requirements outlined in the NFPA Life Safety Code and Title 16 V.S.A. Section 1481.

According to Section 15.7.1 (Existing Educational Occupancies) of the NFPA Life Safety Code, all schools must have an emergency plan in place. Section 4.8 of the NFPA Life Safety Code outlines what is required in the emergency plan. One of the requirements is that the evacuation plan must include the "evacuation procedures appropriate to the building, its occupants, emergencies, and hazards."

The Vermont Fire & Safety Building Code was adopted under Title 20 V.S.A Chapter 173 (Internal Security & Public Safety: Prevention & Investigation of Fires and Title 16 V.S.A. Chapter 33 (Education: Fire & Emergency Preparedness Drills & Safety Protocols).

Records must be kept of all such drills and be available upon request for review.

**\*Important to note:**

- At the beginning of the school-year (September), both the egress (evacuation) and the lockdown drills must be performed. After that, the drills will alternate each month, beginning with the egress drill in October.
- The school-year ends with the egress (evacuation) drill.

INTERIM AGREEMENT

NEW SCHOOL EGRESS (EVACUATION) AND LOCKDOWN DRILL SCHEDULE

| Month     | Egress (Evacuation) Drill | Lockdown Drill |
|-----------|---------------------------|----------------|
| September | 1                         | 1              |
| October   | 1                         |                |
| November  |                           | 1              |
| December  | 1                         |                |
| January   |                           | 1              |
| February  | 1                         |                |
| March     |                           | 1              |
| April     | 1                         |                |
| May       |                           | 1              |
| June      | 1                         |                |

- Egress (evacuation) drills shall result in complete evacuation of the school.
- The first two egress drills shall result in the complete evacuation of the school.
- The remaining four (4) egress drills may alternate between a relocation drill and an egress drill.

This Interim Agreement will remain in effect until a legislative change is made.

The Vermont School Crisis Guide is online at; <http://demhs.vermont.gov/programs/school>

Regards,



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