



Idaho School Emergency Drills: Requirements & Recommendations

1. Fire Evacuation Drills (Fire Alarm)

- **Frequency:** Required Once Each Month During the School Year
- **Required by Law:** Yes
- **Statute:** IDAPA 16.04.18.418 - "Fire drills must be conducted and recorded monthly, with each work shift participating in a drill once every three months. Emergency evacuation routes must be posted. Where a fire alarm system is provided, evacuation drills must be initiated by activating the fire alarm system."
- **Implementation:** Activate fire alarm, evacuate using evacuation routes, record all drill information (date/time/issues/improvements, etc.). Perform all steps listed on the ISCRS Drills Guide.

2. Disaster Drills (Non-Fire Evacuation Drills)

- **Frequency:** Required Once Each During School Year
- **Required by Law:** Yes
- **Statute:** IDAPA 16.06.02.721 - "Schools and childcare facilities must conduct at least one annual disaster drill. This drill must simulate an emergency other than fire, such as a bomb threat, earthquake, gas leak, or other hazard that requires evacuation or shelter in place."
- **Implementation:** Perform all steps listed on the ISCRS Drill Guide.

3. Lockdown/Hall Check Drills

- **Frequency:** Recommended Two Times Each School Year
- **Required by Law:** No, But Strongly Recommended
- **Implementation:** Perform all steps listed on the ISCRS Drills Guide
- **Sources:**
 - Idaho School Safety & Security Office
 - REMS TA Center recommendations
 - Idaho Office of Emergency Management coordination templates

4. Tabletop Exercises

- **Frequency:** Recommended At Least Once Each School Year
- **Required by Law:** No, But Strongly Recommended
- **Implementation:** Conduct scenarios practice exercises with staff and emergency responders.
- **Sources:**
 - REMS TA Center Toolkit for Tabletop Exercises
 - FEMA Emergency Planning Exercises Manual

5. Staff Emergency Training

- **Frequency:** Required Once With All Staff Each School Year
- **Required by Law:** Yes (House Bill 224)
- **Statute Summary:** HB224 mandates an annual review of each school's Emergency Operations Plan and requires staff training on safety protocols and how to conduct emergency drills and procedures.
- **Implementation:** Office of School Safety and Security can provide training and guidance.
- **Sources:**
 - Idaho Legislature HB224

6. Emergency Operations Plan

- **Frequency:** Required For Each School To Have And Review Once Each School Year
- **Required by Law:** Yes (House Bill 224)
- **Statute Summary:** HB224 mandates an annual review of each school's Emergency Operations Plan and requires staff training on safety protocols and how to conduct emergency drills and procedures.
- **Implementation:** Office of School Safety and Security can provide a template and guidance.
- **Sources:**
 - Idaho Legislature HB224

Referenced Resources

- [Idaho School Safety & Security Office](#)
- [Idaho Standard Command Responses For Schools](#)
- [Idaho Office of Emergency Management](#)
- [DHS/CISA K-12 Security Guide](#)
- [REMS TA Center](#)
- [FEMA Resources for School Emergency Operations Plans](#)

Quick Compliance Checklist

- ☐ Conduct Monthly Fire Evacuation Drills each month during each school year - **Required**
- ☐ Conduct Lockdown/Hall Check Drills twice during each school year - **Recommended**
- ☐ Conduct Disaster Drills once during each school year - **Recommended**
- ☐ Complete one Tabletop Exercise with Emergency Responders - **Recommended**
- ☐ Provide Staff Training on all Emergency Protocols once each school year - **Required**
- ☐ Complete Drill Logs/Review Emergency Operations Plan each school year - **Required**
- ☐ Coordinate with Emergency Responders for Drills/Tabletop Exercises - **Recommended**
- ☐ Notify Staff and Parents in advance of drill scheduled each month - **Recommended**
- ☐ Use State/Federal Templates for School Emergency Operation Plans - **Recommended**

This checklist ensures your school meets Idaho's legal requirements and follows state and nationally recognized safety practices and recommendations.

