



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## MEMORANDUM

**TO:** Superintendents and Principals  
**FROM:** Stephen Balko, Director of School Building Security  
**DATE:** July 9, 2021  
**RE:** Important School Safety Reminders

The beginning of the school year is here, and there is important information to share:

### Drills:

- **Fire Drills:** Indiana Administrative Code requires that school fire drills must be performed monthly (511 IAC 6.1-2-1).
  - **One fire drill must be performed within the first 10 school days of a new school year.**
  - Schools may substitute a tornado drill or a manmade drill for a fire drill twice per semester (but not in consecutive months or in the first 10 days) per IC 30-34-3-20.
- **Active Shooter Drill:** For traditional public schools, one manmade occurrence drill must be an active shooter drill, and it must occur within the first 90 days of school. Charter and non-public schools must conduct an active shooter drill during the school year. It is important that these drills are conducted early in the school year to provide students and staff with a clear understanding of actions to be taken should this type of incident occur. Active shooter drills can include ALICE, lockdown, or other similar types of drills.

**Emergency Preparedness Plans Certification:** Within 60 calendar days after the beginning date of each school year, superintendents shall certify to the Indiana Department of Education (IDOE) that the emergency preparedness plans for the school corporation and each school in the corporation have been reviewed and revised if necessary. This can be completed here: <https://www.in.gov/doe/students/school-safety-and-wellness/>.

**Remembering Tragedies:** Throughout the year, several dates will mark tragedies that have occurred in schools in Indiana and across the country. The days leading up to and following these dates are often met with an increase in threats to schools and can cause students to experience various levels of grief and emotion. Please, reach out to the school safety team for any resources you may need as concerns arise.

If you have any questions, please contact Stephen Balko via phone at 317-232-4914 or via email at [sbalko@doe.in.gov](mailto:sbalko@doe.in.gov).