

## **FIRE DRILLS**

A fire drill will be held in each building twice each semester or a minimum of four fire drills each school year. They may be held during the months of September, October, April and May, in order to take advantage of the weather. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly and quietly from any location within the building to pre-designated evacuation area outside.

Definite instructions will be furnished by the building principal as to a route and manner of exit during fire drills. Special instruction in fire drill procedure shall be given to students during the first week of school.

The following rules and procedures will be complied within all schools:

- Rules for fire evacuation will be posted in each room. These rules will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building.
- Fire drills will be held without warning and shall be varied in procedure to give the students the experience of different fire possibilities.
- No person is to remain in the building during fire drills.
- Evacuation areas will be at least 50 feet, 100 feet, if possible, away from buildings and out of driveways.
- It is each student's responsibility to move quickly, quietly and in an orderly manner through the assigned exit to the assigned evacuation area.

The teachers will be responsible for the following:

- Being familiar with the location of fire extinguishers and the location and operation of fire alarms.
- Seeing that windows are closed.
- Assuring that electrical circuits and gas jets are turned off.
- Maintaining order during the evacuation.
- Assigning students to hold the doors open. If their group is the first to evacuate from such doors, instructing students holding doors to rejoin the class after the last person has passed through the doors.

- Taking the attendance roster and checking attendance when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the principal or designee.

The principal will provide the Buildings and Grounds Manager with a report on all fire drills, including the time required for evacuation.

Adopted	01/12/82
Revised	01/27/87
Reviewed	05/24/88
Reviewed	01/11/94
Reviewed	11/10/98
Revised	12/14/15