

EMERGENCY DRILLS

The following rules and procedures shall be complied with in all schools:

1. Rules for fire evacuation shall be posted in each room. These rules shall indicate the primary and alternate exits and the evacuation area to which the student shall proceed upon leaving the building. The posted rules shall be discussed with each class using the room, during the first day(s) of the school year.
2. A distinct fire alarm signal shall be used for fire drills only; another signal shall be established by the principal for return to class.
3. No person is to remain in the building during fire drills.
4. Evacuation areas will be at least 50 feet (100 feet, if possible) away from the building and out of driveways.
5. It is each student's responsibility to move quickly, quietly and in an orderly manner through the assigned exit to the assigned evacuation area.
6. The teacher will be responsible for:
 - a. Seeing that windows and doors are closed.
 - b. Assuring that electrical circuits and gas jets are turned off.
 - c. Maintaining order during the evacuation.
 - d. 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.
 - e. Taking the roll book and checking roll 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 his/her designee.
7. The exercise will be observed by the principal.