

FIRE DRILLS/EVACUATION

Special drill activities related to fire safety will be planned and implemented by each principal in accordance with the District and civil authorities to ensure orderly movement of students to the safest available space. The following procedures will be used at all sites.

- The fire signal will sound.
- Every fire drill will be regarded as a real fire.
- Do not stop to gather personal items.
- Each person in the school will respond to the alarm signal by leaving the building.
- Student monitors occupying rooms near exits will be appointed to hold the doors open until everyone has cleared the exits.
- Provisions will be made for assisting handicapped students.
- Employees will check to see that rest rooms, hallways and unoccupied rooms are clear.
- Lines will move in single file. Pushing, talking or any kind of horseplay will not be tolerated.
- Move to a safe area at least 100 feet from the building, clear of emergency vehicle access; *avoid smoke*.
- The school building will not be re-entered until the proper "all clear" signal is given.
- Periodically, personnel will be stationed to prohibit students from using a particular exit in order to train students to meet this type of emergency.
- Drills will be planned so that students are trained to execute a fire drill effectively at any time during the school day.
- Each teacher will keep an attendance record up-to-date and secure it immediately when the fire signal sounds. After exiting the building, the teacher will immediately account for all students.
- Exit fire drill regulations will be displayed in each classroom in a noticeable place. These regulations will show the number of exits and alternative exits to be used in an emergency situation. This information will be placed in the upper right-hand corner of the regulations. The principal will make a master copy of the plan of exit for the building and place a copy on file in the central office.

In the event of a fire, evacuation shall be implemented as follows:

- Call 911.
- If time permits, an intercom announcement will be made describing where the fire is located.
- Alarm shall sound.
- Employees and students must evacuate the building via posted "primary exit" or "alternative exit" if safe. If unsafe, use the nearest safe exit to clear the building.

- Student monitors occupying rooms near exits will be appointed to hold the doors open until everyone has cleared the exit.
- Close all windows and doors (do not lock doors) to contain the fire.
- Do not stop to gather personal items.
- Pushing, talking, or any kind of horseplay will not be tolerated.
- Employees will check restrooms, hallways, and unoccupied rooms.
- Move to a safe area at least 100 feet from the building, clear of emergency vehicle access.
- Teachers will immediately account for all students
- The building will not be re-entered until the proper “all clear” signal is given.