

## Safety Drills

The health and safety of students and personnel in the public schools shall be a concern of all employees. Principals and supervisors are expected to take all reasonable safety precautions to protect the health and safety of employees and students in their buildings, and to report any potentially dangerous conditions to campus security and/or maintenance staff and the superintendent.

Since emergencies can arise on the first day of school as readily as on any other school day, orientation programs for employees and students shall include instruction in the school emergency plan and the use of emergency equipment. Particular attention shall be given to:

1. Whom to notify when an alarm sounds.
2. Where the nearest fire extinguisher is located for each classroom.
3. Where the nearest fire alarm box or station is located for each classroom.
4. How to use the types of fire extinguishers in the building.
5. The usual exits, line of travel or emergency procedure that students shall be expected to follow in case of fire, earthquake, civil defense or other emergency for every classroom.
6. The alternate exits, line of travel or emergency procedure that students will be expected to follow in case the usual exit and line of travel are blocked.
7. Where first aid supplies are located and where other equipment (such as stretchers or cots) is kept.

Emergency exit information shall be posted in each room. Such information shall be printed clearly in large letters on a card posted next to the corridor of the room.

The goal shall be to perform a sufficient number of fire drills during the first two weeks of each school year so that students and employees understand the proper procedures and evacuation routes. After the first two weeks of school, fire drills shall be performed at least once per month throughout the school year. School personnel, as well as students, must evacuate. During some fire drills at least one exit should be blocked to force use of alternate exits.

Further, each school shall conduct emergency drills (building lockdown, tornado drill, bomb threat, etc.) at intervals deemed appropriate by the administration.

The Dean of Students shall issue a report to the office of the superintendent of schools after the first two weeks of school and after each subsequent fire and other emergency drill during the school year. This report shall give the date, time of day, required time for building evacuation and a general evaluation of the drill and shall report any unusual conditions associated with the drill. Special mention shall be made of equipment, alarm systems, exits or other circumstances which in any way limit the complete safety of the school.

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*NOTE: Districts should consult with the local fire department to develop fire drill procedures consistent with department and local ordinances and regulations.*