

Fire Drills

Students shall receive instruction so that in case of fire or sudden emergency they shall be able to leave their particular building in the shortest time possible, or take such other steps as the particular emergency demands, and without confusion or panic.

Fire drills will occur on a regular basis as required by state law. (A minimum of four (4) drills shall be held each year.) A record will be kept of all fire drills. Appropriate procedures for fire drills will be discussed at the beginning of the school year in class by all teachers and posted in a conspicuous place near the exit door.

1. At the fire alarm, all students will rise and walk to the nearest exit according to previous instructions.
2. Teachers will make sure all room windows are closed, all students exit, lights are turned off and the room door is closed. Students may be assigned to assist.
3. Teachers having classes will take their roll book with them.
4. Teachers on prep periods will station themselves in the hallways to assist in keeping order.
5. Classroom teachers will make sure their class is a safe distance away from the building and take an oral roll call from the roll book to account for students.
6. Everyone will exit the building, and no one will re-enter until authorized by the Supervising Teacher or his/her designee.
7. Everyone will exit when the fire alarm sounds regardless of the length of the horn sounding. No one is to assume that any alarm is caused by a faulty system.

Procedural History:

Promulgated on: 2008-09

Revised on: