

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Safety

Section Title: Emergency Drills

Sub-Section No. 506.1a

Page 1 of 2

FIRE DRILLS

Pursuant to Idaho Code, fire drills must be held at least once each month in each school except during the severe weather months of December and January.

Monthly Report: A monthly fire drill report shall be filed in the office of the superintendent on report forms furnished by the district. Each teacher must thoroughly instruct his/her students in fire drill procedures until students are accustomed to the routine. Principals will provide route plans for all rooms and see that such plans are posted in each room and given to each custodian.

Purpose: Fire drills are used for practicing orderly evacuation and return to classes.

Evacuation Procedures: The following procedures shall be used when evacuating a building:

1. Panic and undue haste should be avoided.
2. Students shall not be permitted to gather outerwear or other non-essentials.
3. Doors should be closed.
4. Valuable time should not be wasted by closing windows.
5. The principal shall remain responsible for all staff members and students when the building is evacuated.
6. The teacher shall remain with assigned students. He/she is responsible for the supervision of his/her class at the assigned evacuation area until further instructions are given.
7. All evacuated buildings shall be under the jurisdiction of the police and/or fire department until the building is declared safe.

BOMB THREATS

The person receiving the call shall note:

1. the time of the call;
2. the wording of the call;
3. any peculiarities of the voice; and
4. whether the voice is of a child or an adult.

Evaluating the Threat: When notified of the threatening call, the principal or his/her designee will notify the police department by calling 911 and District Office administration.

Upon arrival at the school, the police officer shall report to the principal.

The principal and the police officer shall evaluate the information received and decide upon a course of action.

Building Search: If in the opinion of the principal and the police officer the threat is considered to be a probable false threat, the following procedures shall be used:

1. The building principal or designee shall notify each classroom teacher of the threat received, whereupon each teacher will carefully and as unobtrusively as possible, inspect

- his/her classroom.
2. The adequacy of the search and the safeness of the building shall be determined by mutual agreement between the police officer and the principal.

Handling Strange Objects/Possible Bombs

1. If a strange object is located and if it is believed to be an explosive bomb it shall be handled only by experienced public officials, such as members of the fire department, police, civil defense, military or other explosive and bomb disposal experts.
2. If said object is located in a classroom or other occupied area, this room and immediate adjacent rooms are to be evacuated at once and will not be used again until someone in authority can examine and rule on the strange object. These rooms and areas may be re-occupied as soon as the object is declared safe or after it has been removed to a safe location.
3. Evacuation: If in the opinion of the principal and the police officer, the threat is determined to be valid, based on the willingness of the informer to give detailed, convincing information, the principal shall proceed as follows:

If evacuation of the building is, in the principal's judgment, the proper procedure, he/she should follow evacuation procedures as set forth by the principal. The police, fire department and district office shall be called if the school is evacuated.

The principal shall inform and review evacuation procedures on a periodic basis with teachers and all other school employees.

Emergency evacuation procedures shall be posted in all teaching stations.

All pertinent instructions outlined under FIRE DRILLS of this policy shall be followed if evacuation is necessary.

Adopted: 1/24/89

Amended: 2/12/92

Reviewed: 2017, 2021