

**Disaster and Fire Drills**

The principal of each school in the district shall hold at least two evacuation drills each semester. The plan for evacuation of the building shall be determined by the principal in consultation with any others who would be helpful in making such a plan and approved by the Superintendent. The evacuation route for each space in the building shall be posted in that space. The plans for evacuation shall be updated at least annually. Fire drills will be held without warning and will be varied in procedure to give students and staff the experience of varying fire possibilities. Order rather than speed will be stressed. Principals will keep an accurate record of all drills held in the schools stating the date the drill was held and the time required for evacuation.

The principal of each school in the district shall hold at least one "take cover" drill each semester. The plan for taking cover inside the building shall be developed by the principal in consultation with any others who would be helpful in making such a plan and approved by the Superintendent. The take cover route for each space in the building shall be posted in that space. The plans for take cover shall be updated at least annually. The appointed representative of the State Fire Marshall or the local Fire Chief or designee may conduct evacuation drills at any school site in order to test the effectiveness of the warning system and the evacuation plan. Principals will keep an accurate record of all drills held in their schools stating the date the drill was held and the time required for evacuation.

Legal References: ARSD 61:15; SDCL 13-25-3; 13-25-10

Adopted: July 13, 1998

Revised: January 14, 2009