

## FIRE DRILLS

The following rules and procedures will be complied with in all schools:

1. Rules for fire evacuation will be posted in each room. These will include directions on the exit and alternative exits to be used, and the outdoor area to which to proceed upon leaving the building from the particular room. The posted rules will be discussed with each class using the room during the first day(s) of the school year.
2. District fire alarms shall be used for fire drills only; another signal shall be established by the principal to return to class.
3. No person is to remain in the building during fire drills.
4. Evacuation areas shall be at least 100 feet away from buildings and out of driveways.
5. It is each student's responsibility to move quickly, quietly, and in an orderly fashion outside through the assigned exit and to the assigned evacuation area. No running or pushing will be allowed; talking will not be permitted as students exit from the room and buildings.
6. The teacher shall be responsible for:
  - A. seeing that windows and doors are closed.
  - B. ensuring that lights, electrical circuits, and gas jets are turned off.
  - C. maintaining order during the evacuation; ensuring that handicapped children are assisted.
  - D. if the group is the first to go through a set of doors that must be held open, assigning students to do this and instructing them to rejoin the class after the last person passes through the doors.
  - E. taking with them the roll book, and checking roll when the class is in its evacuation area; immediately reporting to the principal or his designee any student who is unaccounted for.
7. The principal shall provide the Superintendent or his designee with a report on all fire drills, including the time required for evacuation.

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