

SAFETY MESSAGE
EVACUATION OF BUILDINGS IN TIME OF EMERGENCY

Preparation for a safe and orderly evacuation of school facilities in a time of emergency is recognized by the Board of Education as an administrative responsibility of the highest priority. In order to safeguard the well-being of building occupants, including those who are not frequently participating in emergency drills, the Board of Education requires that a safety message be given at public gatherings involving twenty (20) or more persons. Exempted from this policy are students upon regular attendance in day classes or evening classes. The Board of Education expects that all students upon regular attendance receive the required number of drills as prescribed by the laws of the State of New York and the regulations of the New York State Commissioner of Education.

A ranking school official or other person in charge will, at the beginning of a meeting, sporting event, drama production, concert, or other activity, convey a message to those in attendance which includes the following information:

1. Obedience to the sounding of an alarm;
2. A description of the signal which will alert building occupants to the existence of an emergency;
3. The location of fire exits;
4. The proper routes to evacuate the building in a time of emergency;
5. The place or places outside of the building where the occupants are to gather (which will avoid the direct path of incoming fire or other emergency apparatus);
6. Instructions to remain in the staging area until an all-clear signal is given, including the caution to avoid leaving the premises and driving off in private automobiles which may cause traffic snarls and impede the arrival of emergency vehicles;
7. Students will be properly chaperoned and safely escorted to the designated evacuation area. Parent/guardians are to refrain from personally seeking out their child. Students must remain in the chaperone's care until released by school officials;
8. Special instructions, if necessary, regarding the care for infant children;
9. Special instructions, if necessary, regarding persons with handicapping conditions, and
10. A caution to avoid the use of an elevator during a fire.

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Safety Message - Evacuation of Buildings in Time of Emergency (Continued)

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August 28, 2017
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