

**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.

Policy Adopted:  
February 8, 1982  
Policy Revised:  
January 28, 1991  
Policy Reviewed:

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October 4, 1999  
Policy Reviewed:  
October 24, 2016  
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August 28, 2017  
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August 27, 2018  
Policy Revised:  
August 26, 2019  
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August 24, 2020  
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October 18, 2021  
Policy Reviewed:  
August 29, 2022  
Policy Reviewed:  
August 21, 2023  
Policy Reviewed:  
September 16, 2024  
Reviewed:  
August 18, 2025

**SAFETY MESSAGE FO THE ADMINISTRATION BUILDING**

Ladies and Gentlemen:

I call your attention to emergency exits which are located in this room in the following places:

(Give specific direction to the location of the fire exits.)

In case of emergency, please vacate the room using those exits. Walk -- do not run. Proceed to the street level and exit the building. Walk to the nearest sidewalk           (fill in blank)          . Do not stand in parking lot or driveway. Do not attempt to drive your car away from the building.

The fire alarms, smoke detectors, and carbon monoxide alarms, when activated in the building, cause a loud ringing of bells. Evacuate the building as directed and remain in the outside staging areas until the fire department has made a thorough inspection of the building and has certified its condition for re-occupancy.

(Add if necessary)

Ladies and gentlemen, please give way to adults holding infant children or to the persons among us who are confined to a wheelchair. It is recommended that those who are in a wheelchair locate themselves for this event as close to an exit as is reasonable.

Ladies and gentlemen, thank you for listening to these instructions.

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