

## **Non Instructional Operations - Fire Drills and Evacuation Procedures**

The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied within the school:

1. Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building.
2. The district will maintain a plan for ongoing emergency drills in every school building. The plan will include clear signals for emergency responses as well as other functions of emergency response, such as re-entry into the building or reunification at another location.
3. Staff should assist people with handicaps in exiting the building. The elevators shall not be used in case of fire and/or potential power loss.
4. All persons should exit according to the posted evacuation routes and proceed to assigned locations.
5. Students are responsible for moving quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
  - a. Evacuation areas shall be at least 500 feet away from the affected building.
  - b. All persons shall keep out of streets, fire lanes, hydrant areas, and walkways for emergency vehicles and personnel.
  - c. Students, and staff should know their assembly point. Volunteers and visitors should take direction from staff members who are familiar with the district's evacuation procedures.
6. The teacher will be responsible for:
  - a. Closing all windows and doors;
  - b. Locking all doors;
  - c. Assuring that electrical equipment and gas jets are turned off;
  - d. Maintaining order during the evacuation; and
  - e. Accounting for students and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the Building Principal.

No staff or students may return to an evacuated building unless told to do so by a District or building administration.

Upon conclusion of the fire drill and evacuation procedures, a report will be made stating the date and time that the drill was conducted, and the time required to complete the evacuation.

Policy History:

Adopted on: October 15, 2025