

FIRE DRILLS PROCEDURES

The following fire drill rules and procedures will apply in all schools:

1. Rules for fire evacuation will be posted in each room. These rules will indicate the primary and alternate exits and the evacuation area to which the students should proceed upon leaving the building. The posted rules will be discussed with each class using the room, during the first day of the school year.
2. A distinct fire alarm signal will be used for fire drills only. Another signal will be established by the principal for return to class.
3. No persons, other than supervisory personnel, are to remain in the building during fire drills.
4. Evacuation areas will be at least 50 feet (100 feet, if possible) away from buildings and out of driveways and streets.
5. Each student will move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. The teacher will be responsible for:
 - a. Seeing that windows are closed.
 - b. Assuring that lights, electrical equipment, and gas jets are turned off.
 - c. Maintaining order during the evacuation.
 - d. Assigning students to hold doors open, if the group is the first to evacuate through the doors. Instructing students holding the doors to rejoin the class after the last person has passed through the doors.
 - e. 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 Principal.
7. Staff members will be assigned, at the beginning of each year, to check restrooms during fire drills to be sure they are clear of students.

Legal Reference: 35-9-505

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