# FIRE DRILLS

The Superintendent, or his/her designee is assigned the responsibility to see that fire hazards are eliminated; that procedures are developed to empty the school buildings of all pupils and personnel in the most efficient, timesaving fashion; and to comply with the state requirement regarding frequency of fire drills.

**Adopted: November 9, 1987**

## FIRE DRILLS

The fire alarm must not be rung at any time except for emergency exit or emergency exit drill. All rooms shall have emergency exit instructions posted.

It shall be the responsibility of each building principal to inform the staff and students of the characteristic sound of the emergency exit alarm and also to provide exit instructions.

When the alarm is heard, the following rules should be observed:

1. The teacher should be the last person out of the room, and should take the class roll.

2. Persons not in a room when the alarm sounds should go out the nearest exit and rejoin their groups outside the building.

3. There should be no talking or unnecessary noise.

4. Students are to exit by walking rapidly, but are not to run.

5. Students are to exit by using the posted primary route. If this is blocked, a secondary route, as provided for in the exit instructions, is to be used. Each person should know the primary and secondary routes.

Each teacher should instruct every class how to make an emergency exit from that room. Every student should learn how to make an emergency exit from every room used during the course of a school day.

In accordance with state law, emergency exit drills shall be conducted in each building once a month.

### Fire Extinguishers

It is the duty of each employee to learn how to operate the fire extinguishers in his/her building. The principals are responsible for providing this instruction with the assistance of the custodial staff.