

FIRE DRILLS

As required by law, the building principal or head teacher shall conduct a fire drill at least once a month during the school year.

A record will be made of the dates, times of drills and length of time required for evacuation. Reports on drills will be made as required by the superintendent.

The following general regulations will apply to fire drills in all schools:

1. All persons will immediately evacuate the building;
2. Each person will leave through the designated exit and go directly outside to the area assigned;
3. If an exit is blocked, the class involved will go to the nearest exit;
4. Teachers will close all doors and windows before leaving their rooms, if possible;
5. When outside, the teacher will conduct a roll call of all pupils and send a messenger to report results to the person in charge outside the building;
6. A signal or bell will sound the all-clear signal, when pupils may return to their rooms;
7. The principal, head teacher or a designated person will be responsible for timing the drill and reporting the result as directed.

LEGAL REFS: W.S. 35-9-505

Adopted: October 4, 1994

Revised: December 10, 1996