

FIRE DRILLS RULES AND PROCEDURES

The purpose of a fire drill is to train staff and students 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 utilized 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 student should proceed upon leaving the building. The posted rules will be discussed with each class using the room during the first day(s) of the school year.
2. A district fire alarm signal will be used for fire drills only; another signal will be established by the principal for return to class.
3. No person is to remain in the building during fire drills. Staff should ensure that all students are out of restrooms.
4. Teachers are to maintain order as they lead students away from the building, then have roll call and account for all students using a class roster. The name of any student not accounted for will be reported immediately to the principal or the principal's designee. Teachers should remain with their class until an all clear signal is sounded or other instructions are provided by an administrator.
5. Evacuation areas will be at least 50 feet (100 feet if possible) away from buildings and driveways.
6. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
7. Provided safety considerations allow, the teacher or other fire evacuation leader will be responsible for:
 - A. Seeing that classroom doors and windows are closed.
 - B. Assuring that classroom lights, appliances, and gas jets are turned off.
8. Drill documentation and reporting requirements are in policy CKC, Safety and Bus Evacuation Drills.

REFERENCE: 63 O.S. §176

CROSS-REFERENCE: Policy CKC, Safety and Bus Evacuation Drills