

## **Cottonwood School District No. 242**

### **NONINSTRUCTIONAL OPERATIONS**

**8320P**

#### Emergency Drills, Rules, and 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 with in the school:

1. Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room;
2. A distinct alarm signal will be used for emergency drills only; another signal will be established by District Administration for return to class. Building evacuations will also occur upon notification by District officials or public safety officers.
3. No student or staff member is to remain in the building during emergency drills;
4. 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.
5. All persons should exit according to their posted evacuation routes and proceed to assigned locations a safe distance from the building. If the exit is blocked, persons should use the nearest marked exit and alert others to do the same.
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. This should be a clear area that is at least 500 feet away from the affected building. All persons shall keep out of streets, fire lanes, hydrant areas, and walkways for emergency vehicles and personnel. Students, staff, and volunteers should know their assembly points.
7. The teacher will be responsible for:
  - A. Seeing that windows and doors are closed with doors locked;
  - B. Assuring that electrical equipment and gas jets are turned off;
  - C. Maintaining order during the evacuation; and

- D. Taking the grade book 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 Administrator.

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

A report stating the date and time that the drill was conducted, and the time required to complete the evacuation will be made.

**Procedure History:**

Promulgated on: May 15, 2017

Revised on: