

No. 6410
SECTION: INSTRUCTION
TITLE: EMERGENCIES: EVACUATION DRILLS

ADOPTED: 12/1958
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OXFORD AREA SCHOOL DISTRICT

- A. To prepare staff and students for a safe and orderly emergency evacuation of any school building, evacuation drills shall be conducted regularly.
- B. Evacuation drills shall be conducted once each month and the school principal shall be responsible for scheduling and conducting evacuation drills.
- C. The Superintendent of Schools shall develop procedures for evacuation drills. These procedures shall be developed with input from the school principals and local emergency agencies.

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ADMINISTRATIVE PROCEDURES

EVACUATION DRILL

- A. Evacuation drills will be determined by the building principal.
- B. Each drill will have a particular problem associated with it; i.e., blocked exit, "missing" child, etc.
- C. The main concern shall be to exit the building in a safe and orderly fashion. Principals need to record the time of each evacuation drill and teachers need to close windows and turn out lights.
- D. Teachers are responsible for the students at all times and, once the building has been evacuated, shall take roll and report any missing students to the principal.
- E. Staff should assume that any time the fire bell rings a true emergency exists and the building shall be evacuated in accordance with procedures that have been practiced during the drills.
- F. Building handbooks will contain instructions for evacuating each room. Evacuation instruction will be posted above each door along with a map detailing the exit route from that room.
- G. Principals shall develop specific procedures for evacuating each physically impaired student assigned to their building.