

SECTION: INSTRUCTION

TITLE: Emergencies:
Evacuation Drills

ADOPTED: 12/58

RE-ADOPTED: 4/28/08;6/19/12

REVISED: 2/18/74; 3/19/85;
2/23/99 5/25/04

Oxford Area School District

6410. EVACUATION DRILLS

- 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.

OXFORD AREA SCHOOL DISTRICT
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.