

## **EMERGENCY EVACUATION DRILLS**

In order to protect the health and safety of students and staff and in compliance with the provisions of the Life Safety Code, schools at all levels, K-12, are required to hold two fire drills during the first two weeks of school. Schools housing grades K-4 will hold an additional eight fire drills during the year; schools housing grades 5-8 an additional six fire drills; and schools housing grades 9-12 an additional four fire drills. Schools housing any combinations of these grade levels will hold the additional number of fire drills required of the lowest grade level within the span. Results shall be recorded and deficiencies noted and corrected.

Emergency evacuation procedures will be incorporated into the school unit's emergency management plan. Building principals may seek the advice of local fire, emergency management and law enforcement officials to identify routes that will accomplish the evacuation of their individual school buildings as quickly and efficiently as possible

Principals shall keep a record of all fire drills held in their schools, stating the date and time the drill was held and the time required for evacuation of the building. This information will be reported to the Superintendent or his/her designee after each drill. Fire officials will be notified before each drill.

Written procedures for emergency evacuation drills shall be posted in all buildings, in each classroom and in the building principal's office.

The Superintendent/designee will be responsible for ensuring that school personnel receive annual orientation concerning emergency evacuation procedures. The building principal will be responsible for ensuring that teachers familiarize students with designated evacuation routes prior to the first emergency evacuation drill of the school year.

## **BUS EVACUATION DRILLS**

Maine Department of Education regulations require that, at least twice a year, students who are transported in school buses be instructed in safe riding practices and participate in emergency evacuation drills. The Operations & Transportation Director will be responsible for arranging the times and locations of such drills. Bus evacuation drills must be conducted in the school parking lot or other safe location. The principal in consultation with the Special Services Director and/or Section 504 Coordinator will determine appropriate evacuation procedures for students with disabilities. The first bus evacuation drill will occur within the first two weeks of the school year.

Legal Reference: MSRA CHAP. 125 § 10.2 (Maine Dept. of Ed. Rule)

Adopted: November 22, 1971

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