

Related Entries: (Not identified at this time)

Site Procedures for Emergency Evacuation Drills

The principal of each school shall be responsible for enforcing the following evacuation drill procedures:

- (1) The principal shall conduct at least one emergency evacuation fire drill within the first 30 days of each new school year and every month that the school is in session. Monthly drills shall include the use of alternate routes of egress and safe zones.
- (2) The principal shall invite a representative from the appropriate local fire district to assist in the development of the evacuation routes and safe zones used in evacuations, and to be present for evacuation drills.
- (3) The principal shall develop plans for and conduct emergency drills for chemical spills, tornadoes, bomb threats, code red/code yellow and other threats to students' safety based on the guidelines defined in the District Emergency Response Plan.
- (4) The principal shall designate specific staff to be responsible for calling 911 if emergency personnel are needed.
- (5) A written report of each emergency evacuation drill shall be sent to the Department of Safety, Security and Inspections and a copy retained at the school site.
- (6) The principal, the teachers and the non-instructional staff of the school shall formulate a base emergency evacuation plan designed to familiarize the occupants with all means of exit, particularly emergency exits that are not generally used during the normal occupancy of the building.
- (7) Diagrams shall be posted in each occupied area clearly indicating emergency exits, alternate evacuation routes and assembly points.
- (8) The principal shall plan and assign duties to staff members, for the prompt and orderly evacuation of school buildings, in accordance with the provisions of State Board of Education Rules.
- (9) Each teacher shall bring his/her class lists when evacuating their classroom.
- (10) Each teacher shall ensure that all students are out of the classroom and adjoining bathrooms and immediately report to the building administrator any students under their control but not assigned to their class.

45 (11) The principal shall identify and report in writing to the Safety, Security & Inspections
46 Department or Maintenance Department any hazardous condition (discovered
47 during any evacuation) requiring corrective measures.
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50 **STATUTORY AUTHORITY:** 1001.42, 1001.43, 1006.07, 1013.12 F.S.; NFPA-101 s.11-
51 7.1; and Section 5, SREF
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53 Adopted: 1/6/09 (Formerly: Policy 2.15)