

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

## 805-AR-0. EMERGENCY DRILLS

The district may cooperate with community agencies, such as the local fire departments, law enforcement officials, emergency medical services and local emergency planning committees, when planning and conducting emergency drills at district schools.

Based on the reports filed by the building principals and the Supervisor of Transportation, the Superintendent must annually complete and file by April 10 with the Department of Education the required Certification Of Fulfillment Of Fire Drill And School Bus Emergency Evacuation Drill Requirements.

### Fire Drills

Each school building is required to hold a fire drill at least once a month during the school year to instruct and familiarize staff and students with the use of fire escapes, fire extinguishers and exits. Each fire drill must include the complete removal of students, staff and visitors in an expeditious manner to a place of safety on the grounds outside.

Each principal will be responsible to:

1. Plan and coordinate drills at a variety of times that minimize disruption of the educational program.
2. Review patterns and exits for safety and flow prior to the beginning of the school year.
3. Designate outdoor evacuation areas at least 100 feet away from the building and out of the path of fire equipment and emergency vehicles.
4. Develop specific evacuation plans for physically handicapped, visually impaired and special education students.
5. Assign specific duties to building employees.
6. Ensure that training is conducted about fire drill procedures and individual responsibilities for employees and students.
7. Physically check that fire drill direction signs are prominently displayed in each room and areas of use.

8. Direct and ensure that all exits are kept clear and are able to be opened from inside the building at all times.
9. Complete and keep on file a Monthly Fire Drill Report for each drill and forward a copy of the report to the Superintendent within one (1) week after the drill.

Classroom and special teachers will instruct students regarding fires and directions for vacating the room and the building during fire drills. Instruction about the dangers of fire and fire prevention will be taught throughout the year as part of the curriculum.

During a fire drill, the following rules will universally apply:

1. All students, employees and visitors must exit the building immediately after the signal is given, without stopping for coats, purses, books, etc.
2. Assigned employees will hold open the exit doors.
3. Teachers should instruct students to quietly and orderly walk to the designated exit; check the roster to ensure all students are accounted for and have left the classroom; turn off lights, close the windows and door upon exiting; and follow the class to the designated place of safety.
4. Teachers should take their class roster during each fire drill and keep the student group together.
5. Special teachers should check their areas to ensure they are empty.
6. Unassigned employees should check lavatories and nurse's room and ensure that students in other parts of the building are lead to the nearest exit and place of safety.
7. Cafeteria employees must turn off electricity and cooking gas prior to exiting.
8. Designated employees will check the building to be sure all occupants have exited.
9. No one will enter the building until the signal to return is given.
10. Designated employees will inspect building, determine all can return, and give signal to return.

#### Bus Evacuation Drills

When the district uses its own buses or contracts for busing to transport district students, it must conduct at least two (2) bus evacuation drills to instruct students and practice the location, use and operation of emergency exit doors, fire extinguishers, and proper evacuation of buses in the event of fire or accidents.

The Supervisor of Transportation is responsible for planning and coordinating a bus evacuation drill for each bus used to transport district students. S/He is responsible to complete and file the Bus Evacuation Drill Report for each, and forward a copy to the Superintendent within (1) week after the drill.

Bus evacuation drills will be conducted on school grounds. The first bus drill will be conducted during the first week of the school term, and the second will be conducted during the month of March. The Supervisor of Transportation may conduct additional drills at other times of the year when necessary.

The district will provide bus operators with proper training and instructions to enable them to carry out the necessary procedures for bus evacuation and may require drivers to attend classes and drills.

#### Emergency Drills

Emergency drills can include drills involving severe weather storms, tornadoes, hurricanes, earthquakes, bomb threats, lockdowns and evacuations.

The Superintendent will assign designated staff to develop applicable emergency drills for the various schools, in accordance with the emergency preparedness plan approved by the Board.

The building principal, in consultation with the Superintendent, will determine if and when an emergency drill is necessary.

Emergency evacuation directions will be posted in each room and areas of use.