



## **EBCB - FIRE AND EMERGENCY EVACUATION RESPONSE DRILLS**

Poudre School District shall cooperate with local fire department officials in the inspection of all District buildings and in the establishment of appropriate evacuation procedures.

Poudre School District shall comply with local, state, and federal fire and safety regulations to ensure the safety of students, employees and members of the public. All unsafe and potentially dangerous conditions shall be reported to the District's Customer Support Center.

### **EMERGENCY DRILLS**

Since emergencies can arise at any time, orientation programs for employees and students shall include instruction about each school's/site's emergency plan and the use of emergency equipment. In this regard, particular attention shall be given to:

1. How to activate a fire alarm;
2. Where the nearest fire extinguishers are located;
3. Where the nearest fire alarm boxes or stations are located;
4. How to use the types of fire extinguishers in the building;
5. The usual exits, lines of travel, and/or other emergency procedures that students in every classroom shall be expected to follow in case of fire, earthquake, civil defense, or other emergency;
6. The alternate sites, lines of travel, and/or other emergency procedures that students shall be expected to follow in case the usual exits and/or lines of travel are blocked;
7. The location and use of first aid equipment and supplies; and
8. The location of the fire-safe room in buildings that have such a room.

Emergency exit information shall be posted in each room. Such information shall be clearly printed in large letters on a sign posted next to the doors in each room.

## FIRE DRILLS

In order to ensure the safe and orderly evacuation of all District buildings in the event of a fire, fire drill procedures shall be developed by the District in conjunction with the local fire department.

The local fire department shall have the authority to conduct fire drills in any District building at any time without warning. The fire department, if practicable, shall notify the superintendent or designee(s) in advance of any such drill.

Sufficient fire drills shall be held at each site to ensure students and employees thoroughly understand the proper procedures and evacuation routes. All students and employees must evacuate the building during all fire drills.

Fire drills shall be held each school year according to the following schedule:

1. One required fire drill shall be held in each school during the first four weeks of each semester. These drills shall be pre-planned and announced to the school by the principal. In addition, these drills may be observed by local fire authorities and appropriate District administrators to ensure compliance with all fire drill and evacuation regulations and requirements.
2. At least one unannounced additional fire drill shall be held in each school during first semester between October 1 and November 30. Unannounced drills will be conducted and evaluated by the local fire authority and District officials. If the results of the unannounced fire drill indicate that students and employees thoroughly understand the proper procedures and evacuation routes, then only one additional fire drill shall be required in the first month of the second semester. If, however, the results of the first unannounced drill are unsatisfactory, a minimum of one additional fire drill per month shall be held until satisfactory results are obtained.
3. A minimum of one required fire drill shall be held during the summer school session at each school in which summer school is being held.

A report of each fire drill shall be made to the superintendent or designee after the first four weeks of school and after each subsequent fire drill during the school year. This report shall indicate the date, time of day, required time for building evacuation, general evaluation of the drill, and any unusual conditions associated with the drill. Special mention shall be made of the equipment, alarm systems, exits, or other circumstances that in any way limit the complete exit of the school.

Adopted by Board: August 11, 1997  
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CROSS REFS:  
KDE, Crisis Management and Prevention