

## POLICIES PERTAINING TO BUSINESS AND SUPPORT SERVICES

### EMERGENCY PLANS

#### **Fire Drills:**

Fire drills will be held regularly throughout the school year in accordance with local fire codes and the School's written evacuation/fire drill procedure.

An oral signal to evacuate will be given. When exiting the classroom, windows and doors shall be closed and student grade books will be taken by the classroom teacher. Evacuation route maps shall be posted in each room. Teachers are responsible for ensuring that students exit in a safe and orderly manner and are required to report any absentees or all present to the School Administrator. Students shall be instructed to return to the building when the oral all-clear signal is given.

#### **Disaster Drills:**

Because of the potential of severe weather, a disaster drill may be scheduled to familiarize employees and students with procedures to follow.

A member of the administrative staff will give the alert signal for a disaster drill. Teachers will escort students to the center of the building away from glassed areas and stay with students. Students will be instructed to carry a notebook or large book with which to cover their heads. The signal to return to classrooms will be an oral message delivered in the hallway.

In case of an actual tornado disaster without time to evacuate rooms, teachers will instruct students to push desks or tables toward windows and get under the desks. Teachers will attempt to maintain calm and silence to avoid panic and to be able to hear instructions concerning conditions and procedures.

#### **Inclement Weather:**

When possible, school closure due to inclement weather will be reported to local television and/or radio stations for broadcast. Questions regarding the closure of school shall be directed to the School Director or designee.

**Date Adopted: November 4, 2000**

