

Safety Drills

Fire and civil defense drills shall be held in each school periodically. Each student and staff member should be familiar with the proper emergency procedures in accordance with instructions.

Sufficient fire drills shall be held during the first two weeks of each school year to satisfy the principal/head teacher that students and employees thoroughly understand the proper procedures and evacuation routes. After the first two weeks of school, fire drills must be held at least once a month during the school year. School personnel, as well as students, must evacuate.

It will be the responsibility of the building principal/head teacher to have a fire inspection made of his/her school building prior to the beginning of the school year. The principal/head teacher is to contact the fire department or fire authority responsible for the geographic area in which the school is located to schedule this inspection. A copy of the report is to be sent to the Superintendent (*or his/her designee*) within ten (10) days following the inspection.

CROSS REF.: **EBCA, Disaster Plans**