

SAFETY DRILLS

(Emergency Procedure - Fire Drill, Hazardous Material, and Structural Damage)

The health and safety of students and personnel in the Burlington Schools shall be the first concern of all employees. Principals are responsible for the health and safety of employees and students under their jurisdiction; they are expected to take every safety precaution within their power and to report to the superintendent any potentially dangerous condition not within their control.

Since emergencies can arise on the first day of school as readily as on any other school day, orientation programs for employees and students shall include instruction in fire drills.

Evacuation Plans

1. Emergency exit information shall be posted in each room. Such information shall include the exit route.
2. Instruction shall be given on fire procedures and in alternate routes to follow in case the usual exit is blocked.
3. Hazardous materials evacuation plans will be developed and implemented for each location. Consideration will be given to the location and the types of hazardous materials present at the location.
4. Where practical, the evacuation plan will be coordinated with the fire department, police department and the districts transportation department.

At least one fire drill and one evacuation drill shall be held during the first two weeks of school. These drills will be held at different times throughout the year, with a minimum of four drills per year. School personnel as well as pupils must evacuate.

A report shall be made to the office of the superintendent after each subsequent evacuation drill during the school year.

TORNADO DRILL

Tornado drills will be announced from the office and the teacher should follow these steps:

1. Assemble the students in the hall (away from any glass windows, doors, etc.) in an orderly manner having them kneel on the floor with their heads tucked close to their knees and their hands clasped over the back of their necks.
2. Students will not be dismissed from school if a tornado is in the vicinity, unless parents have come to pick them up, and this should be discouraged.

ADOPTION DATE: April 17, 1996

REVISION DATE: July 19, 2004