

## Safety Drills

The health and safety of students and personnel in the public schools shall be the first concern of all employees. **Administrators** and supervisors 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 their superiors 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 the school emergency plan and the use of emergency equipment. Particular attention shall be given to:

1. How to turn in a fire alarm
2. Where the nearest fire extinguisher is located for each classroom
3. Where the nearest fire alarm box or station is located for each classroom
4. How to use the types of fire extinguishers in the building
5. The usual exits, line of travel or emergency procedure that students shall be expected to follow in case of fire, earthquake, civil defense or other emergency for every classroom
6. The alternate exits, line of travel or emergency procedure which students will be expected to follow in case the usual exit and line of travel are blocked
7. Where first aid supplies are located and where other equipment (such as stretchers or cots) is kept

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

Sufficient fire drills shall be held during the first two weeks of each school term to satisfy the **administrator** 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.

A report shall be made to the office of the **administrator** of schools after the first two weeks of school and after each subsequent fire drill during the school year. This report shall give the date, time of day, required time for building evacuation and a general evaluation of the drill and shall report any unusual conditions associated with the drill. Special mention shall be made of equipment, alarm systems, exits or other circumstances which in any way limit the complete safety of the school.

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First Reading Date: \_\_\_\_\_

Adoption Date: \_\_\_\_\_

Lake George Charter School

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