

## **Fire Drills**

The health and safety of students and district personnel shall be a high concern of all employees. Principals 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.

The district will coordinate with and follow the recommendations of the Monte Vista Fire Department to provide for the safety of students and staff in the event of fire.

Emergency exit information shall be posted in each room. Such information shall be printed clearly and posted next to the corridor of the room.

Each building will have a minimum of two and a maximum of four fire drills during the school year. One of the fire drills will be announced in order to train students and staff how to respond and safely exit the buildings, and at least one fire drill will be unannounced to staff and students. School personnel, as well as students, must evacuate.

Principals will be responsible for scheduling the fire drills with the maintenance director. The maintenance director will inform the Monte Vista Fire Department of the fire drills and request the presence of firemen at such drills.

A log will be created and kept in each building giving the date, time of day, required time for building evacuation and a general evaluation of the drill and shall report any unusual circumstances 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.

The superintendent or designee will be in regular contact with the local fire department to ensure the district is following appropriate fire regulations and guidelines.

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