

1           **BUILDING & STUDENT SAFETY POLICY – EVACUATION/FIRE DRILLS**

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3       To prepare students and personnel to promptly and safely respond to fires or other disasters, the  
4       superintendent or designee will be responsible for developing an Emergency Management Plan  
5       (EMP) that addresses the evacuation of all occupants from each of the district’s school buildings.  
6       The EMP is kept on file at the District Administrative Office.

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8       **DISTRICT EMERGENCY PLAN**

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10      The district’s emergency plan will include the following:

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- 12      •       Procedures for reporting emergencies to the proper responding agencies.
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  - 14      •       Procedures for notifying, relocating, or evacuating students, personnel, and other occupants  
15              of the building(s).
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  - 17      •       Procedures for assisting persons who are unable to use the general means of egress  
18              unassisted.
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  - 20      •       Procedures for accounting for building occupants after the evacuation has been completed.
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  - 22      •       Identification and assignment of personnel and their duties during an emergency, including  
23              those responsible for rescue or providing emergency medical aid.
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  - 25      •       Floor plans including the locations of portable fire extinguishers, other fire extinguishing  
26              equipment, manual fire alarm pull stations, and fire alarm control panels; the primary and  
27              secondary evacuation routes for each classroom and other areas of occupancy; and  
28              locations of interior refuge.
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- 30 • Site maps identifying the designated exterior assembly area for each evacuation route.

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32 The district’s emergency evacuation plan will be submitted to the local fire department for review  
33 and input. The superintendent or designee will review and update the emergency plan annually  
34 and when structural or occupancy modifications occur.

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36 **EMPLOYEE TRAINING AND RESPONSE PROCEDURES**

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38 Employees will receive training in fire emergency and evacuation plan procedures and their duties  
39 as part of new employee orientation and at least annually thereafter. Records will be kept and made  
40 available to the fire code official upon request. Training will address the following:

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- 42 • Employees will be apprised of the fire hazards of the materials and processes to which they  
43 are exposed. Each employee shall be instructed in the proper procedures for preventing  
44 fires in the conduct of their assigned duties.
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  - 46 • Employees will be familiarized with their assigned duties in the event of an alarm or  
47 emergency.
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  - 49 • Identification of evacuation routes, refuge areas (interior as well as exterior), and exterior  
50 assembly areas.
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  - 52 • Procedures for leading groups of students or assisting individual students to evacuate.
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  - 54 • The locations and proper use of portable fire extinguishers or other manual fire-fighting  
55 equipment and the protective clothing or equipment required for its safe and proper use.
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  - 57 • Emergency action(s) that may be required for potential emergency conditions.
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  - 59 • Where a facility has a lockdown plan, Employees shall be trained on their assigned duties

60 and procedures in the event of an emergency lockdown.

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62 **INSPECTION**

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64 Each school principal or designee has the general responsibility to daily inspect exit facilities to  
65 ensure that stairways, doors, and other exits are in proper working condition. Any condition likely  
66 to interfere with the safe egress should be corrected immediately. If not possible, then the condition  
67 should be reported at once to the proper authority. Particular attention should be given to:

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69 • **Keeping all doors assessible for egress during school hours or when the building is**  
70 **occupied.**

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72 • Keeping doors that protect evacuation paths (e.g., doors on stairway enclosures) closed.  
73 Under no circumstances are they to be blocked open.

74

75 • Keeping outside stairs and fire escape stairs free from all obstructions and clear of snow  
76 and ice.

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78 • Keeping outside exit doors free from any materials that would interfere with rapid escape  
79 from the building(s).

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81 **EMERGENCY EVACUATION/FIRE DRILLS**

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83 Each school building’s principal or designee will implement, schedule, and carry out evacuation/  
84 fire drills in compliance with the emergency plan.

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86 Evacuation/fire drills are to be conducted at least once each month when school is in session and  
87 are to include the complete evacuation of all persons (all students, personnel, and visitors) from  
88 the building(s), or portions of the building(s) used for educational purposes. Identified special  
89 needs of students and personnel will be considered, analyzed, and incorporated into the school’s

90 emergency plan. The drills must include suitable procedures to ensure that all people subject to the  
91 drill are able to participate. The drills may be postponed during episodes of severe weather.

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93 Fire drills are to be conducted in a manner that requires that the procedures set forth in the  
94 emergency plan are followed. During the fire drill, the orderly evacuation of the building(s) is to  
95 be emphasized over the speed of the evacuation. Fire drills are to include a review of the emergency  
96 plan and the manner in which personnel completed their assigned duties.

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98 Fire drills are to be conducted at varying times and simulate the varying conditions that might be  
99 encountered in a real fire emergency.

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101 **RECORDS**

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103 The results of the evacuation drills will be recorded and evaluated for continued improvement on  
104 the school district Emergency & Safety Drill Tracking Form and/or the Fire Drill Record Form.  
105 The superintendent or designee will periodically provide the board of trustees with an  
106 evacuation/fire drill report.

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108 Records including the time and date of each fire drill, the person conducting the drill, the time  
109 required to evacuate the building(s), and any other information thought to be pertinent to the drill  
110 are to be maintained on school premises. These records are to be made available to the fire  
111 department for review.

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115 **LEGAL REFERENCE:**

116 Idaho Code Sections:

117 33-512 – Governance of Schools

118 39-8001 *et seq.* – Idaho Uniform School Building Safety Act

119 IDAPA:

120 08.02.03.160 – Safe Environment and Discipline

121 24.39.60 – Rules Governing Uniform School Building Safety

122 MSBT 514 – Evacuation & Fire Drills

123 MSBT 904 – Building Safety & Inspection

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127 **ADOPTED: March 17, 2020**

128 Reviewed:

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REVISE