

**FIRE EVACUATION DRILLS**

The Board of Education and the Superintendent of Schools shall be responsible for conducting eight (8) fire drills at each school in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Additionally, each school must conduct four (4) lockdown drills for a total of twelve (12) drills per year. Eight (8) of the twelve (12) drills shall be held before December 31<sup>st</sup>.

Fire evacuation drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures. At least one-third of all such required drills shall be through use of fire escapes on buildings where fire escapes are provided. At least two additional drills shall be held during summer school in buildings where summer school is conducted, and one such drill shall be held during the first week of summer school.

Each school of the district shall maintain a detailed floorplan for exiting the building during fire evacuation drills and real fires. Such floorplans and a detailed description of exits and routes to follow shall be included in each school's faculty handbook.

Cross-ref: 8130 Emergency Plans

Ref: Education Law §807

Effective date: January 10, 2017