

## **ADMINISTRATIVE REGULATIONS**

Building administrators shall comply with School Board Policy EBCB and Procedures EBCB-R.

The following guidelines will be given attention:

- a. Fire exit drills conforming to the provisions shall be regularly conducted.
- b. Fire exit drills will be held with sufficient frequency to familiarize all occupants with the drill procedure and to have the conduct of the drill a matter of established routine.
- c. Responsibility for the planning and conduct of drills shall be assigned to the Principal.
- d. In the conduct of drills, emphasis shall be placed on orderly evacuation under proper discipline rather than speed.
- e. Drills shall include suitable procedures to ensure that all persons in the building or all persons subject to the drill actually participate.
- f. If a fire exit drill is considered merely as a routine exercise from which some persons may be excused, there is grave danger that in an actual fire the drill will fail in its intended purpose. No one is excused, all participate.
- g. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in the case of fire.
- h. Fire is always unexpected. If the drill is always held in the same way at the same time it loses much of its value. When for some reason in an actual fire it is not possible to follow the usual routine of the fire exit drill, confusion and panic may ensue. Therefore, drills should be carefully planned to simulate actual fire conditions, at varying times and with different means of exit.
- i. Fire drills should be designed to familiarize the occupants with all available means of exit, particularly emergency exits that are not regularly used during the normal occupancy of the building.

The purpose of the fire exit drills is to ensure the efficient and safe use of the egress facilities available. Proper drills ensure orderly egress under control and prevent panic. Speed in emptying buildings, while desirable, is not in itself an object, and should be made secondary to the maintenance of proper order and discipline.

*Adopted: 12/11/96*