

EMERGENCY EVACUATION DRILLS

P3604

The Superintendent or designee shall insure that the staff and students in each school are trained to evacuate the premises rapidly and safely in case of emergency. Each school shall have two fire drills within the first two weeks of the beginning of school. Drills are then held monthly except during the winter months.

All schools shall conform to the following regulations when holding fire/evacuation drills:

1. The Principal or designee of each building shall formulate a plan for the protection and evacuation of all persons in the event of fire, and shall include alternate means of egress for all persons, including handicapped, involved; such plan to be presented to and approved by the Superintendent or designee.
2. The Principal or designee of each school shall see that each classroom teacher and supervisor receive proper instructions on the fire drill procedure specified for the room or area in which that person carries out his/her duties before he/she assumes such duties. Such instruction shall be conspicuously posted at each room egress.
3. Every student in all schools shall be advised of the fire/evacuation drill procedure.

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WESTFORD PUBLIC SCHOOLS
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