
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	EBCB
Policy Title:	Fire Drills
Cross Reference:	HCE
Legal Reference:	Fire Code Regulation
Adoption Date:	November 26, 1996
Amendment or Re-	May 15, 2008
affirmation Date:	November 30, 2017

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION EXPECTS PRINCIPAL TO ESTABLISHING, IN ACCORDANCE WITH LEGISLATIVE AND CODE REQUIREMENTS AND IN CONSULTATION WITH THE LOCAL FIRE DEPARTMENT, APPROPRIATE PROGRAM AND PROCEDURES FOR THE SAFE AND ORDERLY EVACUATION OF STUDENTS DURING A FIRE DRILL, AN ACTUAL FIRE, OR OTHER EMERGENCY.

REGULATIONS

1. The principal shall ensure that each teaching area in the school is posted with an appropriate fire drill sign indicating the normal evacuation route.
2. During the first week of school, employees and students shall be instructed how to proceed during an evacuation.
3. A fire drill shall be held at least three times during the fall semester and three times during the spring semester, as per code.
4. The principal shall maintain a record of all fire drills and evacuations including the following information:
 - 4.1. date and time of exercise;
 - 4.2. evacuation time
 - 4.3. comments and recommendations.
5. A copy of fire drill procedures shall be included in the School Safety Plan.