

**EMERGENCY PLANS
AND
FIRE DRILLS**

The principal and faculty members of each school building in the Tonkawa School District will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the fire alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. Teachers are to instruct students in emergency and fire drill procedures and practice those procedures with their students in each class. These procedures will be developed to ensure the complete safety of children and other school personnel.

Fire and emergency drills will be practiced at least two times each semester of the school year. The first fire drill shall be conducted within the first 15 days of each semester. The second fire drill must occur after the first 30 days of each semester. All students and teachers shall participate. The drills will not be announced in advance to any school personnel.

Each drill shall be documented in writing at each school site. The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshal or his designee upon request.

References: 63 O.S. 176 (Section 1043, School Laws of Oklahoma)
Amended by SB 764, Section 1, 1994 Legislative Session

Note #1: State Department of Education accrediting officer may verify that fire drills are conducted as required.