

EMERGENCY DRILLS

What follows is the Fire Emergency Drill Code formulated by the Commissioner of Elementary and Secondary Education in accordance with state law. It is mandatory for all schools in Rhode Island.

1. Every emergency drill is to be regarded as a real emergency.
2. The only person to have any advance notice of the emergency drill is the one who sounds the alarm.
3. Drills will take place at any time, whether the students are in class, in assembly, passing in the corridors, or in the cafeterias.
4. The signaling device must be heard in all parts of the building and will be used only for emergency drills.
5. All occupants must be sure to vacate the building in an emergency drill. However, severely physically handicapped individuals may be escorted to a predesignated area of refuge within the building. Students will not be left unattended in the area of refuge.
6. A teacher or some other responsible adult will be assigned to assist the handicapped who require assistance in evacuation.
7. A teacher or some other responsible adult must check restrooms, and all other rooms and areas where students congregate, to make sure that all of the students have vacated the building.
8. Students must not be permitted to get their coats, backpacks, or other belongings.
9. Teachers must leave the building with their classes.
10. Each teacher will take with him/her, upon evacuation of the building, the class register or a roster of his/her students and the absentee list, so that there can be an accurate accounting of students upon evacuation.
11. It will be the responsibility of the teacher to make sure that all students have left the room, and that the door of the room is closed.
12. There will be no talking during an emergency drill.
13. Students must not run during an emergency drill, but must move quickly and orderly.

14. Members of the custodial staff will report to predesignated locations.
15. Students must be conducted to a point far enough away from the building so as to be in a safe area and out of the path of fire equipment.
16. There will be a written evacuation plan for each school. The plan will include specific provisions for evacuating the handicapped and will be reviewed and approved annually by the local fire marshal as part of the annual fire inspection of the school.
17. Each occupied area will have a predetermined evacuation route. This route will lead to the nearest available exit. At least one alternative route will be established for each occupied area. These routes and other related instructions will be clearly posted near the exit door of each room so that any occupant of the room may know the correct plan of evacuation.
18. All employees and students will be informed of the school's evacuation plan.