

Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111	Regulations: E-03-R1 Effective Date: 7-1-99 Revised: 10-1-07
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DISASTER/EMERGENCY PLANS (FIRE DRILLS)

Each principal will conduct a minimum of two fire drills per semester. The first fire drill shall be conducted within the first fifteen (15) days of each semester. The second fire drill must occur after the first thirty (30) days of the semester. At the high school, two terms equates to a semester for the purpose of this regulation.

A fire exit drill report will be completed by the principal or designee and sent to the superintendent. A copy of the form is to be retained by the principal. The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshall or the Marshall's agent upon request.

Fire drills should be scheduled under different conditions and circumstances, at different times of the day, and different days of the week.

The principal will select an area(s) outside of the building that will accommodate all students and personnel. The area should be located:

- A. At a safe distance from the building; and
- B. Away from burning or falling debris.

The principal will determine student assignments in the area, the fire alarm and recall signal, and instruct staff. While in the area outside the building, each staff member will:

- A. Call the class roll; and
- B. Immediately report any unaccounted for student to the principal or designee.

Reference: Oklahoma Statutes 63-176