

EMERGENCY DRILL PROCEDURES

Each school will establish procedures for conducting and reporting fire drills in accordance with the guidelines below and applicable state and local regulations. These guidelines should be posted in all classrooms and in teacher handbooks as applicable.

GENERAL EMERGENCY PROCEDURES FOR ALL SCHOOLS

- At the sound of the alarm, teachers will take rank books and class list and escort their students from class to a designated area assigned by the administration.
- An adult in the school will be assigned to check bathrooms, duty areas and other places where small groups of children may congregate to insure that all students and staff exit the building.
- Students and staff are to leave the building by the exits designated in each classroom in a quick and quiet manner and to stand clear of the building in designated areas.
- School secretaries will take registers and the day's attendance list outside to use in cross-checking against teachers' rank books, if necessary.
- Drills are to be conducted by the school administrators and the Laconia Fire Department.

PROCEDURES FOR TEACHERS

- During the first week of the school year, teachers will discuss the general emergency drill procedures with each class. The instructions will be reviewed periodically throughout the school year as stipulated by the building principal.
- All classroom windows and doors will be closed before exiting the room.
- If confronted with an obstacle in the corridor, e.g., a sign stating "Not Passable", the teacher or adult supervisor will guide the students to the nearest ext.
- Immediately upon reaching each classroom's designated assembly area, teachers will take attendance and immediately report the name of any missing students to the building administrator or designee.

EMERGENCY DRILL PROCEDURES

- Teachers will take a count to determine that all students in their class are out of the building and members of the administration will also check the building to make sure that all students have, in fact, evacuated the building.

PROCEDURES FOR STUDENTS

- Students are to follow the teacher's directions at all times.
- Students are to remain quiet while outside awaiting the return signal.
- Students are to return to classes at the appropriate signal.

PROCEDURES FOR ADMINISTRATORS

- Designated assembly areas will be established for all schools. To the extent possible, assembly points will be at least sixty (60) feet from the building.
- A practice drill will be accomplished within the first week of each school year and nine (9) practice drills will be conducted within the overall school year.
- An administrator or designee will oversee the evacuation of the school during a drill or emergency.
- The evacuation plan/diagram and assembly area for each school classroom will be established and posted and fire exit designations will be posted in each hallway and stairwell.
- Adults without classroom responsibility will be expected to assist in the supervision of students.
- An administrator will determine when the building is clear to return and will notify staff and students appropriately.
- A Fire Drill Building Evacuation Report will be completed by the building principal and forwarded to the Superintendent's office within 24 hours of the event.

EMERGENCY DRILL PROCEDURES

- The building administrator will schedule an annual review of the building fire drill/evacuation procedures by the Laconia Fire Department. A copy of the report will be sent to the Superintendent's office.

BOMB THREATS

Each of the district's schools will observe procedures for reporting bomb threats and evacuating the building(s) in accordance with applicable state and local regulations. The procedure supports the following guidelines:

- The police, fire and school department will be notified of the bomb scare as quickly as possible. The Laconia Police Department will be in full and complete charge of the situation as soon as they are notified and/or as soon as they arrive on the scene. Their instructions will supersede other building procedures, if necessary.
- When directed by Laconia Police Department, the building will be evacuated using the fire alarm as the signal to begin the evacuation.
- Classroom teachers will lead their class groups to the assigned outside areas via assigned exits.
- Any building search will be conducted under the direction of the Laconia Police. When the Police Department determines that the building is safe, students and adults may return to assume the normal schedule.
- Building administrators should establish and publish an alternative assembly plan in case of inclement weather. Should the gymnasium or cafeteria be designated, they must first be announced safe by the Laconia Police Department.

Adopted: September 30, 1982

Revised: 10/26/82, 10/27/82, 9/24/84, 12/13/94, 9/30/97