

Instruction

District Safety Program

Fire Drills

Fire drills shall be conducted at least once each month throughout the school year. The principal shall inform teachers of the evacuation plan for each building and shall keep a record of the dates and times of all evacuation drills. Evacuation plans shall be reviewed and revised as appropriate for safety of all individuals in accordance with the District safety program. All sites will follow the evacuation protocol in the WUSD Crisis and Safety Plan.

Each teacher shall be responsible for instructing and directing students through the proper evacuation procedures.

Annually, the Superintendent or designee shall file a report of fire drills with the Chief of the local fire department and the Department of Commerce Division of Safety and Buildings. A safety drill, as required by the District safety program involving proper method of an emergency evacuation, may be substituted for a monthly fire drill and recorded accordingly. The School Board shall maintain or at least seven years a record of each drill conducted.

Legal Reference: **Section 118.07(2), Wisconsin Statutes**

Policy Approved: **December 16, 1987**

Policy Revised: **January 27, 2014**