

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
Box 688  
Cowley, Wyoming 82420  
POLICIES AND REGULATIONS  
File: EBCB-R

**FIRE DRILLS**

The following evacuation procedures shall be used by all schools for fire drills and emergencies:

1. All persons shall evacuate the building immediately.
2. Each person shall leave through a designated exit and proceed directly to an area previously assigned evacuees from the particular room in the building. Evacuation areas will be assigned by the principal.
3. Deviation from evacuation routes should be dictated by common sense.
4. If possible, teachers shall close all doors and windows prior to leaving their rooms.
5. All persons shall be instructed to leave personal items in the room.
6. When outside, the teacher will take roll call and account for any missing persons to the person designated as outside coordinator.
7. Students in areas outside their regularly assigned areas will follow instructions of the teacher assigned to that area.
8. Custodians shall be advised of all drills. In the event of an evacuation which is not a drill, the custodian will proceed to his/her area and close gas valves, shut off electricity, and quickly search his/her area to reveal any unfamiliar objects before leaving the building.
9. The school secretary will be responsible for office areas in regard to the above procedures and also the securing of records in safe and filing cabinets. Upon conclusion of the drill the secretary shall report the date of the drill to the district office, and record the date and time in the building record of fire drills.
10. The all-clear signal will be sounded before anyone will be allowed to return to the building.

Fire extinguishers

Fire extinguishers will be checked annually by a qualified serviceman and usually inspected monthly by custodians.

Current practice codified 1977

Issued and approved: Date of Manual Adoption

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