

## **2022-23 FIRE DRILL/EVACUATION REGULATIONS**

Fire drills are required by state regulation for our mutual safety and for the preservation of life in event of emergency. The nature and purpose of the drills require strict and complete compliance with orderly procedures. Teachers will please read to Students the regulations for conduct of drills and will require full compliance of all Students.

In addition, each teacher will please take the following immediate action:

1. See that his/her room has a fire drill poster appropriately filled out and prominently posted at or near the room exit door.
2. Inform the Students of the identification and location of fire exists, and with the route to be followed from the room door to the exit for all rooms in which he/she has nay responsibilities for Students.
3. Remain alert to the possible use of an alternate route, depending upon the exact location and nature of the emergency.
4. Instruct his/her homeroom class in fire drill procedures for the auditorium and cafeteria.

The State Education Law requires that eight fire drills be held during each school year.

Questions on fire drills and reports of conditions that suggest changes and improvements should be directed to the office of the Assistant Principal for Student Services.

### **Regulations**

1. Upon recognition of the fire alarm system signal, or the bell signal of a series of short ring, students should leave the building in a quiet and respectful manner.
2. All persons engaged in a drill will walk at all times.
3. Teachers will try to close all windows, close the doors and, in special rooms, turn off all gas, electricity, motors, and machinery. However, priority must be given to vacating the building.
4. Students shall not take books with them or visit their lockers during a drill.
5. Students shall exit in one double file, maintaining that formation in the halls, on the stairs, passing through doorways, standing outside the building and returning to classrooms.

6. Teachers will accompany their Students throughout the drill and will maintain direct, personal supervision.
7. In any group of rooms using the same exit from the building, the room nearest the exit will proceed first, followed by the other rooms in order of proximity, if possible. Double files will be in consecutive formation and no two class groups will walk side by side at any time during the drill.
8. Where rooms from two or more floor levels use the same exit, those rooms on the lower floor or floors will exit first if such procedure is the most rapid and efficient course of action.
9. The first two students reaching any building exit shall open the door and remain on post holding the doors open until the last persons using that exit have left the building. **Doors shall then be closed** until recall is sounded, when the same two Students will resume their post until all have re-entered the building.
10. Exiting lines, in leaving the building, shall proceed far enough from the building so that the last in line shall be **at least fifty feet from the building.** Students will remain clear of the banks, the outdoor steps, and the stone wall along the Post Road. **Students should also keep off all roadways so that fire equipment may enter without difficulty.**
11. While Students are in their standing double file formation position outside the building, teachers may permit quiet talking. When the recall signal is given, students will return in double file and in an orderly fashion to their classrooms.
12. Under no circumstances shall any persons remain in the building during a drill excepting the following:
  - a. Principals and deans
  - b. Custodians
13. Under no circumstances shall recall be sounded until all inspection reports have been received and the “**ALL CLEAR**” notice has been given.

### **Regulations Effective During Lunch Periods (Cafeteria)**

1. Teachers and/or aides on corridor or cafeteria duty shall take full responsibility immediately for those areas.
2. Students in the service lines shall exit the rear of the cafeteria.
3. Students seated in the front (east) portion of the Cafeteria shall exit the rear of the cafeteria.
4. Students seated in the rear (west) portion of the cafeteria, shall exit the rear of the cafeteria.
5. Students who may be in the corridors, gymnasiums, fitness center, or locker rooms shall exit through the nearest exit.
6. Lunches shall be left on cafeteria tables during any drill occurring during a lunch period.
7. Students on the first floor of the Learning Commons should exit through the hallway and out the doors on the walkway to the gymnasiums. Students on the 2<sup>nd</sup> floor Learning Commons should exit into the hallway and out through the Post Road doors near the Nurse's Office.

### **Regulations Effective During Assemblies**

#### **FROM THE MAIN FLOOR**

- a. Left (east) section, facing stage

All persons occupying the left section shall rise and face left remaining in their places until it is time for their row to exit. Exiting shall be in double file (two rows at a time), beginning at the rear of the auditorium. On entering the hall corridor, column will turn right, proceed along corridor and leave the building through Brewster lobby - left side (right pair of doorways of main entrance).

- b. Center section

The center section, main floor, will divide into east and west halves between seats 107 and 108. The west half will rise and turn right remaining in their places until it is time for their row to exit. Exiting shall be in double file (two rows at a time) beginning at the rear of the auditorium. This column will turn left on reaching the corridor, leaving the building through exit 2, Brewster lobby – left side (center pair of doorways of main

entrance). The east half will rise and turn left remaining in their places until it is time for their row to exit. Exiting shall be in double file (two rows at a time) beginning at the rear of the auditorium. This column will turn left on reaching the corridor, leaving the building through Brewster lobby - left side (center pair of doorways of main entrance).

c. Right (west) section, facing stage

All persons occupying the right section will rise and face right, remaining in their places until it is time for their row to exit. Exiting shall be in double file (two rows at a time) beginning at the rear of the auditorium. Column will turn left and leave the building through Brewster lobby – left side (left pair of doorways of the main entrance).

### **FROM THE STAGE**

All persons seated on or occupying the stage, except the teacher or adult in charge, shall exit through the rear or side stage exit doorway and leave the building through Brewster lobby – (door adjacent to cafeteria). The person in charge shall remain at his or her post until evacuation of the auditorium and stage has been completed.

### **FROM THE ORCHESTRA SECTION**

All persons in the orchestra section shall leave by way of the steps at front of the auditorium and cross the corridor, leaving the building through Brewster lobby – (door adjacent to cafeteria).

### **Regulations effective at times when classes are NOT in session**

In the event of a fire drill or fire emergency occurring at times when classes are not in regular session – that is, before 8:05 a.m. or after 2:55 p.m. – teachers shall immediately evacuate their rooms and enter the corridors, taking charge of forming emergency exit lines. Exiting shall be by way of those exits designated in this bulletin for portions of the building during any drill or emergency. Those persons having inspection assignments, if present in the building, shall proceed to make their inspections immediately after exit lines have been established. As such times the greatest need for supervision will be in corridors, locker areas, conference rooms, extracurricular activity rooms, and lavatories.