



**EBCB
1 OF 1**

REQUIRED SCHOOL EMERGENCY DRILLS

In order to protect the health and safety of all Regional School Unit-24 (RSU) students and staff, and to ensure compliance with the provisions of the Life Safety Code, the RSU Board (RSUB) requires all RSU schools to hold two (2) fire drills and one (1) "Lock-Down" drill during the first two (2) weeks of school. RSU schools housing grades K-4 will hold an additional eight (8) fire drills during the year; schools housing grades 5-8 an additional six (6) fire drills; and schools housing grades 9-12 an additional four (4) fire drills. All RSU schools will conduct one (1) additional "Lock-Down" drill during the school year. Any RSU school housing combinations of these grade levels will hold the additional number of fire drills required of the lowest grade level. Results of all drills will be recorded and any deficiencies will be noted and corrected.

Each Building Administrator (BA), in cooperation with local fire officials, will develop procedures designed to accomplish the evacuation of their school building as quickly and efficiently as possible. Lock-Down" drills will be coordinated with local law enforcement officials (if possible) and will utilize scenarios that the BA appropriate. BA's shall keep a record of all drills held in their respective school, stating the date and time the drill was held and the time required for evacuation or complete "Lock-Down" of the building. "This information will be reported to the Superintendent or his/her Administrative Assistant after each drill.

NOTE: Local fire officials will be notified prior to holding any Fire Drill.

RSU staff members will receive an annual orientation concerning this procedure. Each RSU school will have the fire drill evacuation routes and "Lock-Down" procedures to be followed, prominently displayed in each classroom.

At the beginning of each school year, BA's will ensure that each teacher acquaints the students under his/her care with the designated evacuation routes and "Lock-Down" procedures.

Legal Reference: Chap. 125.10, A (Me. Dept. of Ed. Rule)

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