

Regulation

EMERGENCY EVACUATION PLAN/SCHOOL CLOSINGS

Fire

The procedures covered in this plan are general and for the time being may be applied to any situation requiring evacuation.

We will hold two unannounced fire drills per month. Drills held during September will be exceptions in that they will be announced so that they may be carefully observed and evaluated. Additional fire drills will also be held to ensure that procedures are being carried out.

Each classroom and administrative area must have posted in a conspicuous location, a diagram of that area clearly indicating all pertinent configurations. Also, a primary and at least one secondary exit route should be marked. The principal will be responsible for ensuring the posting of an illustrated fire and evacuation plan within 48 hours of the opening of school.

A fire alarm system will be utilized in conducting drills. The signal will be long, continuous ringing of the alarm and flashing lights when appropriate.

During an evacuation, the following steps must be followed:

- A. All windows and doors should be closed.
- B. All lights will be extinguished.
- C. All electrical appliances, equipment, etc., will be disconnected.
- D. Registers will be taken from the classrooms.
- E. All adjacent rooms and areas such as lavatories, study carols, etc., will be checked to ensure that no children remain in the area.
- F. An assembly area(s) outside of the building should be selected prior to the first fire drill. Upon making the assembly area, an accounting of all children and staff will be made. The principal or designee will be responsible for the selection of the assembly area, informing the staff of its location and the management of the area during evacuations.

During the evacuation, one staff member should precede the line of children from the classroom and another follow. Special services and administrative personnel must assist in this procedure.

Bomb Scares

The building shall be evacuated as for a fire drill. Staff shall follow the procedures established by the Superintendent of Schools to deal with such emergencies.

School Closings

It is the policy of the Paulsboro Schools to operate on every officially adopted school day that children can walk to school and be transported safely. If school is closed, the current code number will be announced on radio station KYW.

EMERGENCY EVACUATION PLAN/SCHOOL CLOSINGS(continued)

Upon closing schools because of inclement weather, the Superintendent will notify the Board President, Paulsboro Police, and Fire Departments, and Administrative personnel. A procedure will be established annually to notify staff, et.al. of school closings.

In the event that school is closed due to inclement weather, holiday, workshop or for other reasons, all school activities shall be canceled.

The only exception to this policy shall be interscholastic athletic events. After the Athletic Director and Principal confer the Superintendent and Board President will be consulted before a final decision is made.