

1-04-119. **Disaster Drills.**

In compliance with 20-1-401 through 20-1-404, M.C.A., disaster drills as required by state law will be held. In consideration of this policy, the following responsibilities are delegated:

Superintendent

- A. Schedule drills
- B. Record dates and times of the drills held
- C. Coordinate building evacuation plans
- D. Supervise drills.

Building Principal(s)

- A. Develop building evacuation plans
- B. Post evacuation plans in all building rooms
- C. Supervise building evacuations
- D. Report deficiencies to the superintendent

Classroom Teachers

- A. Explain room evacuation plan to students
- B. Turn off lights
- C. Close windows
- D. Close door(s)
- E. Escort students from the building
- F. Assemble students in a designated area away from the buildings
- G. Take class roll at the assembly area
- H. Report missing students to the principal
- I. Escort students back into the building

Adopted: October 9, 1984
Revised: January 18, 2000