

723.1 SAFETY DRILLS

It is the policy of the Williams Bay School District that at least one safety drill (fire, tornado, intruder, etc.) is to be conducted minimally once a month throughout the school year. The building principals shall provide staff with emergency plans for each building. Appropriate security and local emergency officials shall be notified.

An evacuation chart for fire and tornado shall be displayed in each room regularly frequented by students or employees. A chart shall be prominently displayed clearly indicating the direction and method of evacuation.

Each teacher shall be responsible for orienting students, who have classes in their room, as to the proper evacuation procedures to ensure students are able to follow the appropriate drill criteria quickly and safely. During drills or actual events, all staff are responsible for supervising and directing students.

The building principal or his/her designee shall maintain a report of safety drills at the school office for review and submission as required by state law.

All occupants, with no exceptions, shall comply with the established procedures whenever an alarm is sounded.

LEGAL REFERENCE: Wisconsin Statutes, Section 118.07 (2) (Safety Requirements)

CROSSREFERENCE: Emergency Procedure Handbook

APPROVED: May 12, 2003

REVIEWED: December 11, 2017

APPROVED: January 8, 2018, December 20, 2021