

**FIRE AND TORNADO DRILLS**

In regard to fire and tornado drills conducted by building principals pursuant to Kansas Law (KSA 31-133-KSA 31-133 1976 Supp. 7) and school policy IKJ, the building principals or their designated representative shall:

1. Make written information available to faculty in respective buildings pertaining to:
  - A. Location of fire extinguishers
  - B. Hallways, stairways and building exits teachers are to use when leaving the building with their class during a fire alarm
  - C. Location in the building that students are to be taken during a tornado alarm
  - D. The difference between the signal for a fire alarm and a tornado alarm
  - E. Procedures to follow in case of a tornado alarm (these procedures shall be reviewed with students at least three (3) times per year)
2. Post fire and tornado drill posters in a conspicuous place and properly record results of drills on said posters.
3. Post fire and tornado drill records in the respective offices on form provided by the state fire marshall.