

FIRE DRILLS IN SCHOOLS

CCR TITLE 19, Article 3.13

Listed below are the procedures, which should be followed in case of a fire or other emergency:

1. Upon notification of any fire or activation of the fire alarm system, the instructor shall see that the evacuation of the children is done in an orderly fashion to the evacuation area(s).
2. The instructor shall remove the roll call book and make sure the classroom door(s) and if possible, windows are closed.
3. Once the evacuation area is reached, the instructor shall call the roll to ensure that everyone is accounted for.
4. The instructor should not leave the evacuation area until the ALL CLEAR bell is sounded.

It is the responsibility of each school principal to:

1. Post the telephone number of the fire department in the office and/or at the main switchboard.
2. Assign a responsible person to call the fire department upon notification of any fire or activation of the alarm system for any reason other than fire drills.
3. A plan showing paths of travel to evacuate the room in case of emergency and including an alternate route should be posted in a conspicuous place in each classroom or assembly area.
4. Assign a person the responsibility for removing student and staff emergency cards/records during a fire/drill.

Number of fire drills to be given during the school year are:

- Pre-K - 6th grade (elementary): monthly, while in session
- 7th - 8th grade (intermediate): monthly, while in session
- 9th - 12th grade: twice during the school year, while in session

[EXAMPLE]

FIRE DRILL RECORD

NAME OF SCHOOL: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____ YEAR: _____

FIRE DRILLS

MONTH	DATE	TIME OF DAY	EVACUATION TIME	NO. STUDENTS	PERSON RESPONSIBLE
July					
Aug					
Sep					
Oct					
Nov					
Dec					
Jan					
Feb					
March					
April					
May					
June					

Fire drills are to be conducted and recorded at least once a month for elementary & intermediate and twice a year for, secondary. All students and staff are required to leave the facility during the drill.

RECORDS SHALL BE MAINTAINED ONSITE FOR FIRE DEPARTMENT REVIEW AND LICENSING PURPOSES.