

8420.1 FIRE AND FIRE DRILLS (M)

A. Fire Drills

1. The Principal of each school building will conduct at least one fire drill each month within school hours, including any summer months during which the school is open for instructional programs. Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should always be unannounced to school staff and pupils. The Principal shall inform local fire fighting officials whenever a fire alarm is for drill purposes.
2. Fire alarm shall be by a building designated signal. Alarm signals should be tested regularly, before or after the school session.
3. When the fire alarm rings, each teacher will:
 - a. Direct pupils to form into a single file line and proceed along the evacuation route to the nearest exit designated for evacuation;
 - b. Close the windows of the room and turn off all lights and audio-visual equipment;
 - c. Take the class register or roll book;
 - d. Ascertain that all pupils have left the room and that any pupil who may have left the classroom prior to the fire drill is located and escorted from the building;
 - e. Close all doors to the room when the room is empty and keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill;
 - f. Ensure the pupils assigned to him/her have left the school along the route prescribed in the school evacuation plan. In the event a school building has been provided with fire escapes, they shall be used by a part or all of the pupils performing every fire drill;



9. Each Principal shall report monthly to the Superintendent on the conduct of fire drills. His/Her report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.
 10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.
 11. Principals are encouraged to change the circumstances of fire drills so that staff members and pupils are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
 - a. One or more exits may be designated as “blocked” so that pupils are required to use alternative evacuation routes.
 - b. A fire drill may be designated as a “smoke drill” so that pupils learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).
- B. Fire
1. A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or by activating a fire alarm pull station in accordance with law.
 2. The school staff member or building occupant shall also report the fire to the school Principal, if possible.
 3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all pupils, staff members, visitors, and volunteers.



4. Evacuation shall be conducted in accordance with the fire drill procedures established in paragraph A, except that no employee may remain in the building to perform specific duties.
5. As a precaution, the Principal or designee will maintain a record of disabled pupils who may require special attention in the event of fire or other evacuation.

Fire fighters will be promptly informed of the location and special circumstances of each such pupil.

6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.

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