

FIRE DRILLS AND FIRES**A. Purpose and Scope**

The Board of Trustees desires to have specific procedures for safety at schools. The principals of each school shall hold fire drills at least once a month in all elementary and middle schools and at least twice each school year in all high schools. (Code of Regulations, Title 5, Section 550).

B. General

All Students, teachers, and other employees shall be required to leave the school building in an orderly and rapid manner. Teachers shall ascertain that no student remains in the building.

Teachers shall be prepared to select alternate exists and direct their classes to these exists in the event the designated escape route is blocked.

C. Forms Used and Additional References

A record shall be kept in the principal's office of each fire drill conducted. A copy of the record shall also be filed in the office of the Superintendent or designee.

D. Procedures

In the event that fire is discovered in any part of the school, the fire department shall be called immediately after the signal is given to evacuate the building.

Principals and teachers shall recognize that it is essential in any emergency to prevent panic by giving students clear direction and supervision.

In case of an actual fire emergency, the following actions will be taken:

1. Sound fire signals.
2. Call police and fire departments.
3. Students and adults evacuate the building to outside assembly areas.
4. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to injured students.

FIRE DRILLS AND FIRES (Continued)

- 5. If the fire is serious, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

E. Reports Required

Fire Practice Report
Accident Report

F. Record Retention

Mandatory Interior Records

G. Responsible Administrative Unit

Business Services
Educational Services
Site Principals

H. Approved by the Administrative Division

Assistant Superintendent of Educational Services

Legal Reference:

EDUCATION CODE

32000-32004	Uniform fire signals
32040	Duty to equip school with first aid kit

CODE OF REGULATIONS, TITLE 5

550	Fire drills
-----	-------------