

STUDENTS

Fire Drills

Introduction

In the event of a fire:

A. Give the fire alarm signal (one long continuous signal).

B. Call and report the fire.

Authority to sound the fire alarm system in the event of a real emergency is possessed by any person who discovers the fire.

Fire drills:

A. Instructions must be given to all students on the first day of school each year.

B. A fire drill should be held during the first week of school and on an average of once a month thereafter to assure rapid and orderly evacuation.

C. Fire exit routes shall be posted in each classroom.

D. Fire drills shall include instruction in using alternate routes when the regular route is blocked due to fire.

Authority to Call Drills

Fire drills are held to familiarize the occupants of a building with the signals, evacuation routine, and exits so that in case of emergency there shall be no hesitation or confusion in leaving the building.

These drills are for the safety of all persons involved, and each person must realize that the success of the drill is dependent upon his or her actions and cooperation. Therefore:

A. All persons in the building must take part in the fire drill.

B. Every fire alarm should be considered as a warning of an actual fire.

Frequency – Fire Drills in Schools

Fire drills shall be held as often as necessary to assure rapid and orderly evacuation of the school building. A record of all fire drills shall be kept on the premises, subject to inspection by the fire chief.

Warning Signals – Fire Drills

An emergency warning signal, either by whistle or hand siren, should be planned for, and occasionally used, thereby anticipating possible power failure.

Responsibilities of Staff

Principals shall:

- A. Be in complete charge of all matters pertaining to organizing and conducting fire drills in the building and shall be responsible for the efficiency of the drill;
- B. Be thoroughly familiar with the fire alarm system, all fire fighting equipment, all means of egress, and any special features of the building;
- C. Be responsible for notifying custodians, engineers, and lunchroom staff that in case of an actual fire, the ventilating systems, the oil burners, gas meters and ovens are shut off;
- D. Appoint all subordinate staff and instruct them in the general plan of the drills and details of their specific duties, such as instruction regarding:
 - 1. How to send an alarm to the fire department;
 - 2. How to use all in-school fire-fighting equipment;
- E. Appointment of subordinate staff:
 - 1. Searchers – These are teachers assigned to inspect sections of the buildings to make sure that everyone is out. Cloakrooms, lavatories, teachers' room, and all other places frequented by students or teachers must be checked. Searchers shall rejoin their classes as soon as the inspection is completed.
 - 2. Traffic Guards – These are staff appointed by the principal to assist in traffic control and maintain order.

Teachers shall:

- A. Be in charge of their respective classes;
- B. Issue all commands relative to participation in the fire drills except as delegated by them to instructional aides;
- C. Unless assigned as searches, lead their classes to the designated outside stations; and
- D. Immediately report to the principal or fire drill aides if any student is unaccounted for after a visual check of students.

Drills on Request

Occasionally, fire department representatives may come to schools and request an immediate fire drill. In general, this is their method of checking upon the quality of the drill program; and principals are expected to cooperate fully.

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