

CAMBRIAN SCHOOL DISTRICT

Board Policy

Policy 3516.1

Adopted: January 22 2002

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BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Fire Drills

I. Fire Drills

Fire drills shall be conducted in accordance with Section 17, Title 5, California Code of Regulations, which reads:

Except where the governing board of the school district has arranged for the conducting of fire drills at least once each month by a fire department, the principal of each school shall hold at least once each school month a fire drill in which all pupils, teachers, and other employees shall be required to leave the building. A record shall be kept in the principal's office of the date and hour of each fire drill.

II. Emergency Pre-Fire Planning

Each Principal, in cooperation with the inspection authority, shall prepare procedures to be followed in case of fire or other emergency. They should include the following:

- A. Assignment of 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.
- B. Posting in a conspicuous place in each classroom or assembly area a plan showing paths of travel to evacuate the room in case of emergency and including an alternate route.
- C. Posting in each classroom instructions to be followed by the teacher. These should include:
 1. Maintaining of order during evacuation.
 2. Removal of roll call book and calling of roll when designated evacuation area is reached.
 3. Procedure for Fire Drills

- a. Phone the Fire Department notifying them of the drill.
- b. Fire Alarm signal
- c. Proceed in orderly fashion to previously designated, preplanned, or alternate exit.
- d. Walk rapidly; do not run.
- e. No unnecessary talking.
- f. Do not close the classroom windows, only the exit door(s).
- g. Evacuate to a designated meeting area at least a distance of 50 feet from the school building.
- h. Attendance to be taken immediately and the reporting of the names of any missing pupils to the principal.