

FIRE DRILLS AND FIRES

Fire Drills

The principal shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)

The principal shall also hold fire drills at least once a month at the elementary level and four times every school year at the intermediate level, with the following tasks completed: (Education Code 32001)

1. The principal shall notify staff as to the schedule for fire drills;
2. Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building; (5 CCR 550)
3. Teachers shall ascertain that no students remain in their classrooms;
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked; and,
5. The principal shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent.

Fires

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal shall sound fire signals, unless the school's automatic fire detection and alarm system has already been activated; (Education Code 32001)
2. The principal or designee shall call 911;
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas;
4. Staff shall give students clear direction and supervision and maintain a calm and orderly student behavior;
5. Once the class arrives in outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students;
6. In outside assembly areas, the principal shall account for his/her staff, report missing staff or students, and provide assistance to injured staff and/or students; and,

FIRE DRILLS AND FIRES (continued)

7. If the fire is extensive, students shall be taken to an alternate protected location until parents/guardians can pick them up or until they can be safely transported to their homes.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Legal Reference:

EDUCATION CODE

17074.50-17074.56 Automatic fire detection, alarm and sprinkler systems

32001 Uniform fire signals

32040 Duty to equip school with first aid kit

CODE OF REGULATIONS, TITLE 5

550 Fire drills