

FIRE EXIT DRILL

Policy

"Each local and regional board of education shall provide for a fire drill to be held in the schools of such board at least once each month."

General Statutes of Connecticut. Sec. 10-231

Adopted: 11/ 7/79
Amended: 12/21/93
Revised: 5/95

Regulations

1. There shall be a minimum of ten (10) drills each school year.
2. The first fire exit drill shall be held during the first three (3) days of the new school year.
3. The Police Department (261-3665) shall be informed of impending fire exit drill citing the approximate time of the drill.
4. Drills shall be executed at different hours of the day, during the changing of classes, during recess or gymnastic periods, etc., so as to avoid distinction between drills and actual fire.
5. The chief purpose of each drill is to teach the pupils the proper manner of evacuating a school building. Drills shall be conducted in a brisk, quiet and orderly manner. Doors and windows shall be closed whenever feasible.
6. Special arrangements shall be made for those students physically incapable of holding their place in line during drills.
7. The searching of lavatories, closets and other such areas shall be the duty of the teachers or other staff members. The principal or his designee shall keep a record of staff members assigned to this duty.
8. Drills are to simulate actual fire conditions and, therefore, students and staff shall not be allowed to go to their lockers to get clothing or other personal effects.
9. Each class or group shall proceed to a predetermined point outside the school where an immediate check shall be made to see that all are accounted for.
10. A Fire Exit Drill report shall be filed with the Assistant Superintendent for Instruction within one school day of the drill.

Approved: 11/7/79

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References

Section 10-231, Fire drills, General Statutes of Connecticut, Revised to January 1, 1979.

Guidelines

STUDENT RE-ENTRY FOLLOWING THE SOUNDING OF THE FIRE ALARM

Past practice has required that when the fire alarm system becomes activated and we exit the building, students and staff are required to remain in the assigned area outside the building until the fire marshal (or his designee) arrives, visually checks the building, and gives approval for re-entry. Since this practice can take up to forty minutes and place students and staff at risk to the elements (not to mention the unfortunate loss of valuable class time), the building principal is authorized to initiate the re-entry of students and staff into the building. The signal for re-entry would only be made after the custodial staff and the principal have completed a thorough visual check of the building with no evidence of fire, heat or smoke apparent.

Note: Usually when the alarm sounds, the triggering sensor (heat or smoke) can be quickly identified by consulting the office grid board for the section of the building where the alarm signal originated. Within seconds an administrator and/or custodian can visually be in a position to check the area and, in most cases, can make a prudent judgment on the advisability of re-entry.

Administrators at this point should be considered authorized to permit re-entry if they can determine with assurance that the building appears safe. If the principal cannot make this determination, then students and staff will remain outside until clearance is authorized by the fire marshal. In either case, the fire department should obviously respond and complete their usual comprehensive analysis.

Amended: 12/21/93