

Concord School District Policy #751
Fire Exit Drill and Fire Prevention Rules

I. PURPOSE

The purpose of a fire exit drill is to establish a procedure for the efficient and safe evacuation of all pupils, teachers, and other occupants of school buildings in the event of a fire or other emergency.

1. There shall be at least eight (8) fire exit drills per year in each school. Half of these drills shall be under the direction of a Fire Department officer. The initial fire exit drill shall be conducted on opening day (weather permitting) and may be pre-announced.
2. Provisions to assist all handicapped persons from the building during a drill or evacuation must be made.
3. A positive check must be made to assure that all pupils, teachers, and visitors participate in the fire drill and that all areas of the building are cleared. No one shall re-enter the building until the principal has sounded the recall, or under actual fire conditions, the Chief Fire Department Officer at the scene.
4. Drills shall be executed at different hours of the day to avoid distinction between drills and actual fires. Surprise drills may be conducted by the Fire Prevention Bureau.
5. An alternate signal method must be adopted in case of failure of the regular alarm system.
6. Fire drill reports must be submitted to the Fire Prevention Bureau at the end of each month.
7. It shall be the duty of principals or their authorized representative to cause an inspection of all exit facilities weekly in order to make sure that all are in proper condition. The use of wedges in stair-well, corridor, smoke and/or fire doors will not be tolerated.
8. In the execution of drills, evacuation shall take precedence over fire extinguishment.
9. After reaching a predetermined point outside the building, teachers and department heads must see that all under their jurisdiction have been accounted for.
10. The plan for evacuation of every school building shall be adopted only after it is approved by the Chief of the Concord Fire Department.
11. A copy of the rules and plan of evacuation shall be on file in every principal's office. All personnel, both regular and part-time, shall become familiar with rules and plan of evacuation.

Adopted September 5, 2000