

E-6 SAFETY DRILLS AND EMERGENCY PROCEDURES

The Superintendent of Schools shall cause to be established throughout the School District procedures for the conduct of safety drills such that all employees and students shall be adequately instructed as to the appropriate conduct in the event of a fire or similar emergency.

The Superintendent of Schools shall cause to be established throughout the School District a safe schools plan that will be reviewed, updated and disseminated to staff annually.

Reviewed: October, 2015

SAFETY DRILLS AND EMERGENCY PROCEDURES GUIDELINES

The health and safety of students and personnel in the public schools shall be the first concern of all employees. Building Principals and supervisors are responsible for the health and safety of employees and students under their jurisdiction; they are expected to take every safety precaution within their power and to report to their superiors any potentially dangerous condition not within their control.

Since emergencies can arise on the first day of school as readily as on any other school day, orientation programs for employees and students shall include instruction in the school emergency plan and the use of emergency equipment. Particular attention shall be given to:

- How to report a fire drill and a false alarm;
- Where the nearest fire extinguisher is located for each classroom;
- Where the nearest fire alarm box or station is located for each classroom;
- How to use the types of fire extinguishers in the building;
- The usual exits, line of travel or emergency procedure that students shall be expected to follow in case of fire, earthquake, civil defense or other emergency for every classroom;
- The alternate exits, line of travel or emergency procedure which students will be expected to follow in case the usual exit and the line of travel are blocked; and
- Where first aid supplies are located and where other equipment (such as stretchers or cots) is kept.

Emergency exit information shall be posted in each room. Such information shall be printed clearly in large letters on a card posted next to the corridor of the room.

Sufficient fire drills shall be held during the first two (2) weeks of each school year to satisfy the building principal that students and employees thoroughly understand the proper procedures and evacuation routes. After the first two (2) weeks of school, fire drills must be held at least once a month during the school year. School personnel, as well as students, must evacuate. A record of these drills (Exhibit A) must be kept in the building Principal's office.

Reviewed: October, 2015

E-6 Fire Drill Requirements and Procedures Exhibit A

(taken from Colorado Department of Public Safety Division of Fire Prevention and Control)

Regular Fire and emergency evacuation drills are required in educational occupancies. The requirements for these items come from the International Fire Code, which is the adopted fire code for the State of Colorado. The following is a summary of these requirements:

- Fire Drills shall be conducted monthly in educational occupancies, and shall include all occupants.
 - The first emergency evacuation drill of each school year shall be conducted within 10 days of beginning classes.
 - In severe climates, the fire code official can approve modifications to the drill frequency.
 - Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.
 - The fire alarm system shall be utilized to initiate drills.
- Record keeping; Records shall be maintained of required emergency evacuation drills and include the following information:
 - Identity of the person conducting the drill.
 - Date and time of the drill.
 - Notification method used.
 - Staff members on duty and participating.
 - Number of occupants evacuated.
 - Special conditions simulated.
 - Problems encountered.
 - Weather conditions when occupants were evacuated.
 - Time required to accomplish complete evacuation.
- Accountability.
 - Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.
 - As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.
- Recall and entry.
 - An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.

Facility Name:	District/Owner:
Address:	Phone:
City, Zip:	Fax:

Fire Drill Record

Month	Date	Time	Evacuation Time	Number of Occupants	Responsible Party
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Retain copies of fire drill records for the current year, plus two additional years.

Maintain in a central location in the building with the fire alarm and fire suppression system testing and maintenance records. Drill records shall be available to the Fire Inspector for review upon request.

DRILL REPORT

Type of Drill (check one):	<ul style="list-style-type: none"> <input type="radio"/> Fire <input type="radio"/> Tornado <input type="radio"/> Lockout <input type="radio"/> Lockdown <input type="radio"/> Shelter <input type="radio"/> Evacuate
School:	
Date:	Time:
Device Used and Location (if applicable):	
Number of Occupants in School:	Evacuation Time (if applicable):
Problems Encountered:	
Special Conditions:	
Weather Conditions:	
Participating Staff Members:	
Name of Person Conducting Drill:	
Principal's Signature:	