

Instruction

FIRE EMERGENCY (DRILLS)

6114.1

If fires, or indications of a fire such as smoke, unusual heat, smoldering wires, etc., are discovered in any school, the Fire Department shall be called immediately after the fire alarm is activated.

The principal or headmaster of each school shall hold at least one (1) fire drill each month in which all students, teachers, and other employees shall be required to leave the school building. The initial fire drill must be held not later than thirty days after the first day of each school year. A crisis response drill may be substituted for one (1) of the required monthly school fire drills every three (3) months. The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills.

- In a fire emergency or fire drill, upon hearing the fire alarm, students, staff, and visitors shall exit the building quietly and expeditiously; teachers will check their own classes to ascertain that no student remains in the building. Assigned teachers will check hallways and bathrooms to ensure all students are out of the building.
- In a fire emergency and fire drill, the building Principal or designee shall proceed to a pre-designated location to receive reports from each classroom teacher or teacher responsible for a group or groups of students that all students are out of the building and accounted for.
- Real emergencies often call for alternate exits to be used. Teachers must be prepared to select and direct their classes to these alternate exits in the event the designated escape route is blocked.
- A record shall be kept in the principal's office of each fire drill and crisis response drill conducted. A copy of the record shall also be filed annually in the Office of the Superintendent.

Principals and teachers shall recognize that the essential element in any emergency is prevention of panic.

Legal Reference: Connecticut General Statutes
10-231 Fire drills (as amended by PA 00-220)

Adopted 8/27/2004
Revised and Adopted 5/24/2011