

Regional School District No. 17
6000 Series

6114.1
6114.1(a)

Instruction

Fire Emergencies

If a fire, or indications of a fire such as smoke, unusual heat, smoldering wires, etc., is discovered in any school, the fire department shall be called immediately following sounding the alarm signal to evacuate the building.

The Principal of each school shall hold at least one fire drill each month in which all students, teachers, and other employees shall be required to leave the school building.

The essential element in any emergency is prevention of panic. Principals and teachers provide clarity of direction and supervision to foster appropriate staff and student behavior in emergency circumstances.

1. For fire emergencies or fire drills, Principals shall place in each class a diagram of primary and secondary exits from that room which also indicates where students from that room shall line up outside upon exiting the building and shall review procedures for fire emergencies and fire drills with staff on the first day teachers return from summer vacation and as needed thereafter. Secretaries, custodians, aides, and other personnel shall also be included in staff reviews of fire emergency and fire drill procedures.
2. Special fire emergency and fire drill procedures will be developed and reviewed for groups of students in gymnasiums, cafeterias, special classes, etc.
3. 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 personnel will check hallways and bathrooms to ensure that everyone is out of the building.
4. 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.
5. A record shall be maintained of the time required for all teachers and classes to exit the building and the time required for staff to report all children are out of the building and accounted for.

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6114.1(b)

Instruction

Fire Emergencies (continued)

6. 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.
7. We require one fire drill per month. In addition, there shall be two fire drills during the first five days of school.
8. A record shall be kept in the Principal's office of each fire drill conducted and the times recorded as required in paragraph 5 above. A copy of fire drill records shall also be filed annually in the office of the Superintendent or upon the Superintendent's request.

Legal Reference: Connecticut General Statutes

10-231 Fire drills.

Regulation approved:
7/95

rev. 12/1/05

rev. 3.31.06