

Instruction

Fire Drills and Emergencies

The principal of each school shall hold monthly fire drills in which all students, teachers, and other employees shall be required to leave the school building.

1. Students must leave the building in an orderly and rapid manner and teachers are required to check to ascertain that no student remains in the building.
2. 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. This demands close control of students.
3. A record shall be kept in the principal's office of each fire drill conducted. A copy of the record shall also be filed in the office of the Superintendent.

In the event that fire is discovered in any part of the school, the fire department will be called immediately after the signal is given to evacuate the building. (Education Code 32001) (California Administrative Code, Title 5, Section 550)

Principals and teachers shall recognize that the essential element in any emergency is prevention of panic. Principals and teachers shall afford students such confidence as clarity of direction and supervision can contribute.

In case of an actual fire emergency the following procedure will be followed:

Actions:

1. Sound fire signals.
2. Call police and fire departments.
3. Students and adults evacuate building to outside assembly areas.
4. In outside assembly areas, teachers shall take roll, reporting missing students, and provide assistance to injured students.

Fire Drills and Emergencies (continued)

5. If fire is serious, students are to be taken to an alternate location for protective custody until parents can pick them up or until they can be safely transported to their homes.

Legal Reference:

Education Code

32000-32004 Uniform fire signals (with requirement that every school building with capacity of 50 or more students be provided with a fire warning system.

32040 Duty to equip school with first aid kit

32200 Liability of employees for civil damage for injury during fire or other drill (shall not be held personally liable unless negligence or willful act or employee is proven)

Administrative Code, Title 5

550 Fire drills