



FIRE SAFETY
FIRE DRILLS

F42.00
Revised
JUL 1984
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PROCEDURES

Introduction

1. In event of a fire, immediately:
 - a. GIVE THE FIRE ALARM SIGNAL (one long continuous signal).
 - b. CALL 911 AND REPORT THE FIRE.
 - c. Follow procedure number 1 identified on page 4 of this document.
2. Fire Drills - It is particularly important that kindergarten children, representing the one large group of children new to the schools, be given instructions in fire drill procedures for the building.
3. Fire Drill Schedules
 - a. Instruction must be given to all students on the first day of school in September, each year.
 - b. Actual fire drills should be held:
 - (1) The first week of school, each year, and
 - (2) At least once each month during the school year.

Identification

1. State Regulations can be found in the Washington Administration Code, Chapter 180-41.
2. Authority to Call Drills - Authority to sound the fire alarm system in the event of a real emergency is possessed by any person who discovers the fire. However, authority to sound a fire alarm for the purpose of a drill is lodged solely in the principal, or someone authorized by him or her.
3. Purpose of Fire Drills - Fire drills are held to familiarize the occupants of a building with the signals evacuation routine, and exits so that in case of emergency there will be no hesitation or confusion in leaving the building.



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These drills are for the safety of all persons involved, and each person must realize that the success of the drill is dependent upon his or her actions and cooperation. Therefore:

- a. All persons in the building must take part in the fire drill.
- b. Every fire alarm should be considered as a warning of an actual fire.

4. Frequency - Fire Drills in Schools

- a. Fire drills shall be held at least once a month in schools where such occupancies constitute the major occupancy of a building, and at least once every two months in institutional occupancies where such occupancies constitute the minor occupancy of a building. During severe weather, fire drills may be postponed. A record of all fire drills shall be kept on the premises subject to inspection of the Fire Chief.
- b. In schools, fire drills include complete evacuation of all persons from the building (Ord. 87870;8.01.1.0 as amended by Ord. 88339; June 29, 1959).

5. Warning Signals - Fire Drills

- a. The fire warning signal shall be one long continuous signal, whether by bell, siren, or horn.
- b. An emergency warning signal either by whistle or hand siren, should be planned for, and occasionally used, thereby anticipating possible power failure.

6. Responsibilities of Staff

- a. Principals shall
 - (1) Be in complete charge of all matters pertaining to organizing and conducting fire drills in the building, and shall be responsible for the efficiency of the drill and all disciplinary measures taken for violation of the rules and regulations.
 - (2) Be thoroughly familiar with the fire alarm system, all fire fighting equipment, all means of egress, and any special features of the building that might prove dangerous to humans or where fire may spread quickly.



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- (3) Be responsible for notifying custodians, engineers, and lunchroom personnel that in case of an actual fire the ventilating systems, the oil burners, gas meters, ovens, etc. are shut *off*.
- (4) Appoint all subordinate officers [see (5) on the next page below] and instruct them in the general plan of the drills and details of their specific duties, such as instruction regarding:
 - (a) How to send in an alarm to the Fire Department (including how the fire alarm system operates - both electrical and emergency).
 - (b) How to use all in-school fire fighting equipment.
 - (c) The importance of quick action to send in a fire alarm signal, and to vacate the building even if in-school fire fighting equipment is in use.
- (5) Appoint subordinate officers
 - (a) Searchers - They are teachers assigned to inspect sections of the buildings to make sure that everyone is out. Cloakrooms, lavatories, teachers' room, and all other places frequented by students or teachers must be checked. Searchers will rejoin their classes as soon as the inspection is completed.
 - (b) Traffic Guards - These are students appointed by the principal to open doors, assist in traffic control, and the maintaining of order.
 - (c) Fire Drill Aides - These are students appointed by either the principal or teachers to assist in any way deemed necessary and to take the place of teachers/researchers in their absence only. They may be used as messengers, or assigned to aid handicapped students or those who are ill or faint.
 - (d) Safety Coordinator - In case of actual fire, during the absence of the principal, it must be clearly understood by the entire staff which person will be in charge. In recent years each school has had an appointed faculty "Safety Coordinator." The principal should make good use of this person in the fire drill program.



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b. Teachers shall:

- (1) Be in charge of their respective classes.
- (2) Issue all commands relative to participation in the fire drills except as delegated by them to aides.
- (3) Unless assigned as searchers, teachers should lead their classes to the designated outside stations.
- (4) Immediately report to the principal, or fire drill aides, if any student is unaccounted for after a visual check of students.

7. Drills On Request - Occasionally, Fire Department representatives may come to schools and request an immediate fire drill. In general, this is their method of checking upon the quality of our drill program, and principals are expected to cooperate fully, even to the extent of calling a drill at an inconvenient time.

There are times when a fire drill should not be called. According to the Fire Chief, the Fire Department is fully aware of this and will rely upon the principal to be the judge when this is true. To call a drill during scheduled examinations or during the giving of standardized tests would completely invalidate the results and cause waste of expensive materials. Principals may therefore, when a good reason exists, decline to call an immediate fire drill.

8. Fire drill activities should be recorded on the Disaster Training Report Form and sent to the Maintenance Section (Risk Management) for verification of compliance with Washington Administrative Code.

Procedures

1. In case of fire the principal will:
 - a. Sound the alarm.
 - b. Call 911 - Identify self to fire department officials, direct them to the location of the fire and give them any necessary special information.
 - c. Make a building search.



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- d. Ensure that teachers and students perform all activities assigned to them during fire drills.
2. During Fire Drills - When the alarm begins:
- a. Teachers will give the command, "Line up for Fire Drill."
 - b. Students will form a double line.
 - c. Teachers will lead students to the designated exit.
 - d. Students will walk briskly (no running), with arm's-length spacing, and without talking, laughing, or breaking from the ranks. (No student may leave the line.)
 - e. Students not in the classroom will join the line of the first group of students met.
 - f. Teachers will check roll when assigned area is reached.
 - g. Teachers will not leave the students gathered at designated area unless someone is placed in charge.
 - h. Teachers will notify the principal if any student is missing.
 - i. The principal will initiate a search for missing student(s).
3. After a Fire Drill:
- a. The principal will give the all clear signal (a short, steady signal).
 - b. Teachers will lead students back into the classroom.
 - c. Teachers will check the roll.
 - d. Students will not loiter in the halls.
 - e. Teachers will notify principal if any student is missing. F. Principals will initiate a search for missing student(s).
4. After a false alarm the principal will:
- a. Notify the Fire Department of the incident(s).
 - b. Notify Security of the incident(s).