



ADMINISTRATIVE PROCEDURES

SUBJECT: Fire Drills

School Principals shall:

1. Conduct a total evacuation fire drill three times in each of the fall and spring school terms.
2. Record the date, time and time required to evacuate the building for each fire drill.
3. File a copy of the Record of Fire Drills (Appendix I) under the “Plan for Fire Safety” tab in the Emergency Procedures Manual and in the appropriate section of your school Fire Plan Binder and retain for a period of 12 months following the fire drill.

Reference: Emergency Procedures Manual

Implementation Date: January 14, 2004

Revised: October 5, 2010

RECORD OF FIRE DRILLS

Schools must conduct a minimum of three total evacuation fire drills in each of the fall and spring terms and retain the record for 12 months following the fire drill.

School _____

School Year _____

Principal _____

Date	Time	Evacuation Time	Notes/Comments