

## **R 8420.1 FIRE AND FIRE DRILLS**

### A. Fire Drills

1. The Principal of each school building will conduct a fire drill not less than once a month that school is in session. Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should always be unannounced to school staff and pupils. The Principal shall inform local firefighting officials whenever a fire alarm is for drill purposes.
2. Fire alarm shall be by a designated signal. Alarm signals should be tested regularly, before or after the school session.
3. When the fire alarm rings, each teacher will:
  - a. Direct pupils to form into a single file line and proceed along the evacuation route to the nearest exit;
  - b. Close the windows of the room and turn off all lights and audio-visual equipment;
  - c. Take the class roster and day's attendance;
  - d. Ascertain that all pupils have left the room and that any pupil who may have gone to the lavatory is escorted from the building;
  - e. Close all doors to the room when it is empty;
  - f. Insure that the pupils assigned to him or her have left the school along the route prescribed in the school evacuation plan;
  - g. Direct his or her pupils to a location not less than a distance twice the height of the building walls and keep the pupils in a single file line facing the building;
  - h. Teachers will determine that all pupils who reported to his or her class have been evacuated from the building and report immediately to the Principal any pupil who is unaccounted for; and
  - i. When the recall signal is given, conduct his or her pupils back to the classroom.

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4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Pupils must be silent, refrain from talking and running. Any pupil or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.
5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.
6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
7. Pupils will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, pupils may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.
8. Each principal shall report monthly to the Superintendent on the conduct of fire drills. His or her report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.
9. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.
10. Principals are encouraged to change the circumstances of fire drills so that staff members and pupils are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
  - a. One or more exits may be designated as "blocked" so that pupils are required to use alternative evacuation routes.
  - b. A fire drill may be designated as a "smoke drill" so that pupils learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

**B. Fire**

1. A school staff member who detects a fire in a school building or on school grounds shall immediately report the fire to the Westfield Fire Department in accordance with law, whether or not the fire has been extinguished.

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2. The report shall be immediately relayed to the school principal.
3. In the event of a fire in a school building, the school principal shall immediately sound the fire alarm for the evacuation of all pupils, staff members, visitors, and volunteers.
4. Evacuation shall be conducted in accordance with the fire drill procedures established in ¶A, except that no employee may remain in the building to perform specific duties.
5. As a precaution, the Principal will maintain a record of disabled pupils who may require special attention in the event of fire or other evacuation. Fire fighters will be promptly informed of the location and special circumstances of each such pupil.
6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.

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