File: EBCB

## FIRE DRILLS

All schools shall conform to the following fire drill regulations:

- 1. The Principal in charge of each school shall formulate a plan for the protection and evacuation of all persons in the event of fire, and shall include alternate means of egress for all persons involved; such plan shall be presented to and approved by the head of the fire department.
- 2. Fire drills will be conducted at least four times each school year. The first fire drill will take place during the first 3 days of school.
- 3. The Principal shall see that each class instructor or supervisor shall receive proper instructions on the fire drill procedure specified for the room or area in which that person carries out his duties before he assumes such duties.
- 4. Every student in all schools shall be advised of the fire drill procedure or shall take part in a fire drill within three days after entering such school.
- 5. The Fire Chief, or person designated by him, shall visit each school at least four times each year for the purpose of conducting fire drills and questioning the teachers and supervisors. These drills shall be conducted without advance warning to the school personnel other than the person in charge of the school at the time.
  - a. <u>Records.</u> A record of all fire drills shall be kept on the premises and persons in charge of such occupancies shall file written reports at least twice a year with the Fire Chief giving the following information:
    - 1. Time of drill.
    - 2. Date of drill.
    - 3. Weather conditions when occupants were evacuated.
    - 4. Number of occupants evacuated.
    - 5. Total time for evacuation.
    - 6. Other information relevant to the drill.
  - b. <u>Evacuation.</u> Fire exit drills shall include complete evacuation of all persons from the building.

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