

**FIRE DRILLS AND FIRES**

The principal of each school shall hold fire drills at least once per month in all elementary and middle school and at least twice each school year in all high schools. (Code of Regulations, Title 5, 550)

1. All students, teachers, and other employees shall be required to leave the school building in an orderly and rapid manner. Teachers shall ascertain that no student remains in the building.
2. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated escape route is blocked.
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 or designee.

In the event that fire is discovered in any part of the school, the fire department shall be called immediately after the signal is given to evacuate the building.

Principals and teachers shall recognize that it is essential in any emergency to prevent panic by giving students clear direction and supervision.

In case of an actual fire emergency, the following actions will be taken:

1. Sound fire signals
2. Call police and fire departments.
3. Students and adults evacuate the building to outside assembly areas.
4. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to injured students.
5. If the fire is serious, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

*Legal Reference:*

EDUCATION CODE

*32000-32004 Uniform fire signals*

*32040 Duty to equip school with first aid kit*

*32200 Liability of employees for civil damage for injury during fire other drill*

CODE OF REGULATIONS, TITLE 5

*550 Fire drills*