

Category:	Procedure:	
Business Management	Fire Regulations and Procedures	
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AP-E-121	June 1997	August 2001

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Fire Drills mandated by State Law, require full evacuation and **shall be conducted one (1) time each month during the school year, with an additional fire drill to be conducted within the first (1st) thirty (30) days of operation.**

The **Fire Drill Report (form BO-111)** shall be completed following the execution of each required fire drill. The form showing all fire drills performed during each semester should be signed by the principal and the attendance secretary and a copy submitted to the office of the Administrative Assistant to the Superintendent at the end of each semester.

The first (1st) report is due no later than **January 15**, and the second (2nd) report is due at principal's checkout in **June**.

The report should indicate the time needed to evacuate the building during each drill

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Each school is also required to practice three (3) **Safety Drills** during the school year which may include inclement weather, earthquake, intruder, or other emergency drills not requiring full evacuation.

The **Disaster/Safety Drill Form** must be completed following each drill; it should be signed by the principal and the attendance secretary, and a copy submitted to the office of the Administrative Assistant to the Superintendent.

All questions should be directed to the office of the Administrative Assistant to the Superintendent at 594-1614.