

MESSALONSKEE SCHOOL DISTRICT (MSAD 47)

File: EBCB-R

FIRE DRILLS

In order to protect the health and safety of students and staff and in compliance with the provisions of the Life Safety Code, schools at all levels, K-12, are required to hold two fire drills during the first two weeks of school. Schools housing grades K-4 will hold an additional eight fire drills during the year; schools housing grades 5-8 an additional six fire drills; and school housing grades 9-12 an additional four fire drills. Schools housing any combinations of these grade levels will hold the additional number of fire drills required of the lowest grade level within the span. Results shall be recorded and deficiencies noted and corrected.

Each building principal, in cooperation with local fire officials, will develop procedures designed to accomplish the evacuation of school buildings as quickly and efficiently as possible.

Principals shall keep a record of all fire drills held in their schools, stating the date and time the drill was held and the time required for evacuation of the building. This information will be reported to the superintendent or his/her designee after each drill. Fire officials will be notified before each drill.

Staff members will receive an annual orientation to this procedure, and the fire drill procedure will be prominently displayed in each classroom. At the beginning of each school year, principals will ensure that each teacher acquaints the students under his/her care with the designated evacuation routes.

Fire drills will be scheduled by the principal. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location in the building to a designated area outside.

The following rules and procedures will be complied with in all schools:

1. Rules for fire evacuation will be posted in each room. These will include directions on the exit and alternative exit to use, and the outdoor area to proceed to upon leaving the building from the particular room. The posted rules will be discussed with each class using the room during the first day(s) of the school year.
2. A distinct fire alarm shall be used for fire drills only; another signal shall be established by the principal for return to class.
3. No person is to remain in the building during fire drills.

4. Evacuation areas shall be at least 100 feet away from buildings and out of driveways.
5. It is each student's responsibility to move quickly, quietly, and in an orderly fashion outside through the assigned exit an to the assigned evacuation area. No running or pushing will be allowed; talking will not be permitted as students exit from the room and building.
6. The teacher will be responsible for:
 - a. Seeing that doors to classrooms are closed.
 - b. Assuring that electrical circuits and gas jets are turned off.
 - c. Maintaining order during the evacuation.
 - d. If the group is the first to go through a set of doors that must be held open, assigning students to do this and instructing them to rejoin the class after the last person passes through the doors.
 - e. Taking with them the roll book, and checking roll when the class is in its evacuation area; immediately reporting to the principal or designee any student who is unaccounted for.
 - f. Checking and reporting the time it took the group to evacuate.
7. The principal shall provide the superintendent or designee with a report on all fire drills, including the time required for evacuation.

Fire Prevention

Fire prevention measures in the district schools shall be administered in compliance with the state safety code and the directives of the state fire marshal, and in cooperation with the local fire department.

Fire prevention practices shall reflect the top priority which the Board gives the welfare of students and staff personnel. All staff members are to be kept informed of current state regulations and the recommendations of local fire officials.

When school property is in use for purposes other than instruction (i.e. athletic events, student performances, or use by non-school groups), those in charge of the building at the time, as designated by the school principal or established by district policy, shall be responsible for compliance of the users with district fire prevention measures.

Legal Reference: ME Dept. of Ed. Rule Chap. 125.17, B

Current practice codified 1976

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