

Building _____

Fire Drill Record

Time	Date	Weather Conditions	Number Evacuated	Time to Evacuate	Comment

Drill Type	Date	Time	Comments
Tornado			
Earthquake			
Intruder			

FIRE

F-703.2 Frequency:

1. Each school will conduct monthly drills. In climates where the weather is severe during the winter months, at least six drills shall be held at the beginning of the school term and four drills after the winter months to complete the ten required drills.
2. School fire drills shall be witnessed by the respective fire department officials on the following months:
 - a. First two weeks of school during the month of August. Only one drill will be required.
 - b. School drills shall be witnessed during the months of August, November, February and April.
 - c. Each school should submit their fire drill schedule before school starts. During the witnessed months by respective fire department officials, schools should advise of any dates changes.

F-703.3 Records: A record of fire exit drills shall be kept on the premises and persons responsible for such occupancies shall file written reports with the code official not less than twice a year. Each report shall contain the information listed in Section F-701.2.

F-703.4 Evacuation: Fire exit drills shall include complete evacuation of all occupants from the structure.

F-701.2 Information: Written reports submitted to the code official pertaining to fire exit drills shall contain the following information, as applicable, where fire drills are required by Chapter 7:

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

Emergency Drills

EBC- Two tornado drills will be conducted each year, one in the early fall and the other in connection with the state-wide tornado drill in the spring. Reports of all drills will be submitted to the superintendent in May.

EBC AP1- In any case, a minimum of... two (2) tornado ... shall be conducted regularly during the academic school year.

The superintendent or building principal will schedule and execute emergency drills. Administrators who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

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