

Administrative Regulation

Drills, Emergency/Instruction

A. Fire Drills

A fire drill must be conducted a minimum of once per month at each elementary school, a minimum of four times every school year at each intermediate school, and not less than twice every school year at each high school. During a fire drill all pupils, teachers and other employees are required to leave the buildings. A record of each drill shall be kept on file in the school office and shall be available upon request of a district administrator or fire department representative.

Teachers are required to give instruction in fire prevention. The fire drill period is an excellent time for this instruction.

It is imperative that the principal determine specific fire drill regulations to be known and followed by staff members. Such regulations will include:

1. A map showing where each class should go after leaving the room
2. Regulations concerning the manner of evacuation, i.e. single or double file
3. Regulations concerning behavior during the drill, i.e. talking, running
4. Regulations concerning the return signal

The fire alarm must be sounded a minimum of every month at the elementary, intermediate, and high school levels.

B. Drop Drills (Earthquakes and Other Emergencies)

A drop drill shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools. A drop drill is a procedure whereby each student and school staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A record of each drop drill shall be kept on file in the school office.

Drop drill exercises shall be part of the school earthquake emergency procedure system. The earthquake emergency plan shall include, but not be limited to, all of the following:

1. The school building emergency/disaster plan
2. The drop procedure
3. Protective measures to be taken before, during and following an earthquake
4. The program to ensure that students and school staff members are aware of, and properly trained, in the school earthquake emergency procedure system.

It is suggested that principals insert in a school calendar the date and time of day for each month the fire and drop drills are planned. This can then serve as a reminder for the principal to call the drill on the scheduled day, as well as to enable the principal to space the drills adequately and balance the schedule to include various times of the school day.

It is permissible for the principal to delegate to an assistant principal, teacher, custodian, school secretary, or to some other employee on the staff the task of calling and supervising fire and drop drills.

(Page 2 of 2)

Ref: EC Sections 32001, 35161, 35295-35297
CCR, Title 5, Section 550

Approved: January 19, 1970

Revised: August 27, 1979

Revised: October 12, 1981

Revised: March 4, 1986

Reviewed: July 1, 2000

Revised: January 7, 2002

Revised: October 2, 2007