

POLICY FAMILY	SAFETY AND SECURITY OF SCHOOLS	633
<p data-bbox="170 262 406 388"> <u>633.</u> Fire prevention and fire drills </p> <p data-bbox="170 1333 389 1396"> Adopted 3/5/80 Amended 1/17/01 </p>	<ol style="list-style-type: none"> <li data-bbox="495 262 1453 441">1. The principal of each school with the assistance of the head custodian has the responsibility for the inspection of every room, corridor and space in the school. Purposes of inspections are: to remove any fire hazards, to insure that flammable supplies and materials are properly stored, to check the condition and proper location of all fire extinguishers and alarms and to insure that there is no obstruction in any corridor or stairway. <li data-bbox="495 451 1453 1144">2. Fire drills are “required by and regulated by” the Shrewsbury Fire Department¹. The schools will cooperate with the Fire Department in maintaining fire-safe conditions within all school buildings and in regularly conducting fire drills². <ol style="list-style-type: none"> <li data-bbox="592 546 1453 661">a. The Principal of each school shall formulate a plan for the protection and evacuation of all persons in event of a fire. This plan shall include alternative means of egress. Each plan shall be presented to and approved by the head of the Fire Department. <li data-bbox="592 672 1453 766">b. Instructions for fire drills will be printed in the teachers’ and students’ handbooks. Instructions with regard to primary and secondary exit routes will be posted in a prominent place near the door of every room. <li data-bbox="592 777 1453 861">c. The Principal will be responsible for briefing substitute teachers regarding evacuation procedures appropriate to their assignments. Substitute teachers will demonstrate to the Principal that evacuation procedures are understood. <li data-bbox="592 871 1453 924">d. Every occupant of each building shall be advised of fire drill procedures within three days after the start of school each year. <li data-bbox="592 934 1453 1144">e. For each drill, teachers will take the attendance lists with them. All doors and windows must be closed and lights turned off. The fire drill shall include the complete removal of teachers and students from the building in an orderly manner by needs of designated fire exits to places of safety on the grounds outside the building. The name of any student missing will be reported to the person in charge of the fire drill. The fire drill all-clear signal will be given at the end of the fire drill. <li data-bbox="495 1155 1453 1207">3. In event of fire, drill procedures must be followed. It is vitally important that teachers and administrators act forcibly and calmly to maintain order and prevent panic. <p data-bbox="446 1239 673 1270"> ¹ GL, Ch. 148, S.28J </p> <p data-bbox="446 1302 1445 1428"> ² The head of the Fire Department, or person designated by him/her, shall visit each school at least four times each year for the purposes of conducting fire drills and questioning the teachers and supervisors. These drills shall be conducted without advanced warning to the school personnel other than the person in charge of the school at the time. </p>	