

SALEM SCHOOL DISTRICT  
Salem, Connecticut

INSTRUCTION

FIRE EMERGENCY/CRISIS RESPONSE DRILLS

In the event that fire is discovered in the school, the Fire Department shall be called immediately following giving the signal to evacuate the building.

The Principal of each school shall hold at least one fire drill each month in which all students, teachers and other employees shall be required to leave the school building. The initial fire drill must be held not later than thirty days after the first day of each school year.

A crisis response drill shall be substituted for one of the required monthly school fire drills every three months. Such drills shall incorporate the basic protocols of lockdown, evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of the crisis response drills.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency, the fire department and other community first responders. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills.

1. Students, during an evacuation response, must leave the building in an orderly and rapid manner and staff must assure that all students must be accounted for.
2. Real emergencies often call for alternate exits to be used. Teachers must be prepared to select and direct their classes to these alternate exits in the event the designated escape route is blocked.
3. A record shall be kept in the Principal's office of each fire and crisis response drill conducted. A copy of the record shall also be filed in the Office of the Superintendent.

Principals and teachers shall recognize that the essential element in any emergency is prevention of panic. Principals and teachers shall afford students such confidence by providing clarity of direction and supervision to students.

Legal reference: Connecticut General Statutes: 10-231 Fire drills. (as amended by PA-220 and PA 09-131)

Procedures 1<sup>st</sup> Reading: April 1, 2013  
Procedures Adopted: May 6, 2013

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