

6114.1/Fire Safety, Crisis Response, & Authority in Emergency Situations

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: 6000
CATEGORY: Instruction
POLICY CODE: 6114.1/Fire Safety, Crisis
Response, & Authority in
Emergency Situations

FIRE SAFETY, CRISIS RESPONSE, & AUTHORITY IN EMERGENCY SITUATIONS

Policy Statement

The Trumbull Board of Education is dedicated to maintaining the highest standards in the operation of the school district's buildings. The health and safety of all students, staff, and visitors will always be given the highest level of priority.

Consistent with State statute and each school's security and safety plan, the Board will provide for the welfare of all students in planning for and responding to potential fire and other crisis issues.

Adopted: 7/20/1976
Revised: 11/22/1994, 5/1995,
6/1998, 9/17/2013, 11/21/2017,
7/9/2019, 5/26/2020

References

- Connecticut General Statutes §10-231
- Trumbull Board of Education Policy Code 3516: Security and Safety

Regulations

I. Fire Drills & Crisis Response Drills

1. A fire drill is one type of an emergency egress and relocation drill. A crisis response drill may be a lockdown drill, a stay-put drill, an extreme weather drill, or a family reunification drill. A complete explanation and procedure for each type of drill is included in the security and safety plan for each school in the District.
2. Principals shall adhere to the specified drill schedule developed by the Director of Security and Safety to comply with State mandates. There shall be a minimum of ten drills each school year, with at least one drill each month. Once every three months, that drill shall be a crisis response drill. The remainder of the drills shall be fire drills. The first fire drill, as well as a first crisis response drill, must be held during the first thirty school days of each new school year.
3. Drills shall be executed at different hours of the day (e.g., during the changing of classes, during recess, during physical education class, etc.) to prepare students for different methods of crisis response.
4. The purpose of each fire drill is to teach students the proper manner of evacuating a school building. Each Principal shall furnish to all teachers and students information as to route and manner of exit. Fire drills shall be conducted in a brisk, quiet, and orderly manner. Doors and windows shall be closed whenever feasible.
5. The purpose of a crisis response drill is to teach students how to react in the event of a crisis situation. The format of each crisis response drill shall be developed in consultation with the appropriate local law enforcement agency. A representative of such agency may supervise and participate in any such crisis response drill.
6. The searching of lavatories, closets, designated areas of refuge, and other such areas shall be the duty of designated staff members. The Principal or his/her designee shall keep a record of staff members assigned to this duty.
7. Drills are to simulate actual fire/crisis conditions; therefore, students and staff shall not be allowed to retrieve or gather clothing or other personal effects.
8. When evacuating a building, each class or group shall proceed to a predetermined point outside the school where an immediate check shall be made to see that all are accounted for. If students are already outside, they shall proceed to a designated area.
9. A form for Fire/Crisis Response Drill Reporting will be reviewed periodically by the Assistant Superintendent in conjunction with appropriate local law enforcement and other local public safety officials; this form shall be completed after every drill, as well as after every activation of the fire alarm and every actual lockdown, stay-put, extreme weather, or family reunification incident. Each Report shall be filed with the Superintendent, Assistant Superintendent, and Director of Security and Safety within one school day of the drill or fire alarm activation. Each Report related to a fire drill or fire alarm activation

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shall also be forwarded to the Facilities Manager and the Trumbull Fire Marshal's Office for compliance evaluation.

II. Fire in School Buildings

1. If the fire alarm has been sounded, the Principal or his/her designee shall use the following procedures, from an area remote from the fire (cell phone, etc.):
 - (a) Call the Fire Department (911)
 - (b) Give the name and address of the school
 - (c) Give description of fire and location if possible, and then call the Superintendent's office (203-452-4301)

The Principal or his/her designee shall meet the Fire Department at the front of the school.

2. In the event a fire has been extinguished, but the fire alarm has not been sounded, the Principal or his/her designee shall activate the fire alarm via a pull station and evacuate the building. The Fire Department shall be contacted as outlined in Regulation 1.
3. The ranking fire official at the scene, after consultation with the Principal, is authorized to initiate the re-entry of students and staff into the building. The signal for re-entry shall only be made after the custodial staff, security personnel, and the Principal, in conjunction with the Fire Department, have completed a thorough visual check of the building with no evidence of fire, heat, or smoke apparent. The ultimate decision for re-entry will be made by the ranking fire official at the scene.
4. When students have been evacuated from the school, they should be moved to a portion of the school campus away from any area containing, or potentially containing, fire, heat, or smoke, and a location that will not hinder or interfere with the arrival of first responders.
5. In the event that students are to be moved to an alternate shelter, the Principal and the Superintendent or his/her designee will decide whether students are to walk or be bused. The Principal and the Superintendent or his/her designee will also determine whether to return the students to the school or to dismiss from the shelter.
6. The Principal shall request a copy of any fire or malicious false alarm report from the Fire Marshal and forward such to the Assistant Superintendent.

III. Authority in Emergency Situations

The Superintendent has the general authority to act at his/her discretion in all emergency situations as to which his/her powers and duties are not expressly limited or are not particularly set forth. Actions taken based on this Regulation shall be reported to the Board as promptly as possible.