

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **6000**  
CATEGORY: **Instruction**  
POLICY CODE: **6114.1/Fire Safety & Crisis  
Response**

**FIRE SAFETY & CRISIS RESPONSE**

**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

**References**

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

**Regulations**

I. Fire Drills & Crisis Response Drills

1. There shall be a minimum of ten (10) fire drills each school year, with at least one drill each month. A crisis response drill shall be substituted for one of the required monthly fire drills every three months. The first fire drill, as well as a first crisis response drill, must be held during the first five (5) school days of each new school year.
2. 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.
3. 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.
4. 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.
5. The searching of lavatories, closets, 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.
6. Drills are to simulate actual fire/crisis conditions; therefore, students and staff shall not be allowed to go to their lockers to get clothing or other personal effects.
7. 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.
8. Forms for Fire and Crisis Response Drill Reports will be developed and reviewed periodically by the Assistant Superintendent in conjunction with appropriate local law enforcement and other local public safety officials. Each Fire and Crisis Response Drill Report (Appendices A, B) shall be filed with the Superintendent and Assistant Superintendent within one school day of the drill. Fire Drill Reports shall also be forwarded to the Facilities Manager and the Trumbull Fire Marshal's Office.

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 of the school

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- (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 fire alarm panel as long as there is no danger in doing so.

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. In the event that a small fire contained (\*) in isolated and insulated areas, such as in a lavatory, has been extinguished and smoke has not left the room of origin, the Principal or a designee shall call the Fire Dispatcher (911) to notify the Fire Department of the situation. The room in which the fire has occurred shall be evacuated and isolated until inspected by the Fire Department. The Fire Marshal shall be called for investigation. (Contact through Fire Dispatcher: 203-459-0159)
  4. The Principal and/or the fire officer in charge (in consultation with the Principal) are both 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 and the Principal, or the Fire Department, have completed a thorough visual check of the building with no evidence of fire, heat, or smoke apparent.
  5. When students have been evacuated from the school, they should be moved to a portion of the building away from any area containing, or potentially containing, fire, heat, or smoke.
  6. 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.
  7. The Principal shall request a copy of any fire or false alarm report from the Fire Marshal and forward such to the Assistant Superintendent.
- \* Containment means that the fire does not leave the point of origin: e.g., wastebasket. If the fire has left or does leave the point of origin, then the fire alarm should be sounded and Regulation 1 above followed.