

## **FIRE/CRISIS RESPONSE DRILLS**

### **Policy**

It is the policy of the Trumbull Board of Education to provide for the welfare of all students in the event of a fire or other crisis/safety issue in accordance with State Statute. The Board of Education shall provide for fire/crisis response drills to be held in each school at least once each month.

General Statutes of Connecticut. Sec. 10-231(a) (b)

Adopted: 11/7/79  
Amended: 12/21/93  
Revised: 5/95, 9/17/13

## **6114.2 Fire/Crisis Response Drill**

### **Regulations**

1. There shall be a minimum of ten (10) drills each school year, with at least one drill each month.
2. The first fire drill, as well as the first crisis response drill, must be held during the first five (5) school days of each new school year.
3. A crisis response drill shall be substituted for a fire drill a minimum of 3 times a year.
4. Drills shall be executed at different hours of the day: during the changing of classes, during recess or during physical education class, etc., so as to avoid distinction between drills and actual fire/crises.
5. The main purpose of each fire drill is to teach students the proper manner of evacuating a school building. Fire drills shall be conducted in a brisk, quiet and orderly manner. Doors and windows shall be closed whenever feasible.
6. The purpose of a crisis response drill is to teach students how to react in the event of a crisis incident.
7. Special arrangements shall be made for those students physically incapable of holding their place in line during drills.
8. The searching of lavatories, closets and other such areas shall be the duty of the teachers or other staff members. The Principal or his designee shall keep a record of staff members assigned to this duty.
9. Drills are to simulate actual fire/crisis conditions and, therefore, students and staff shall not be allowed to go to their lockers to get clothing or other personal effects.
10. 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.
11. Fire and Crisis Response Drill reports (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 Plant Operations Manager and the Trumbull Fire Marshal's Office.

### **References**

Section 10-231(a) (b), Fire drills, General Statutes of Connecticut, Revised to January 1, 1979.  
Sensitive Security Information 1-210-9b019  
Fire in School Buildings, Policy Code: 6114.1

**TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT  
FIRE DRILL REPORT**

**SCHOOL:** \_\_\_\_\_

**DATE OF DRILL:** \_\_\_\_\_

**PERSON IN CHARGE OF CALLING:** \_\_\_\_\_

**TIME DRILL HELD:** \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

**REQUIRED TIME TO EVACUATE BUILDING:** \_\_\_\_\_ MIN. \_\_\_\_\_ SEC.

**WEATHER CONDITIONS:** \_\_\_\_\_

**NUMBER OF STUDENTS PARTICIPATING:** \_\_\_\_\_

**NUMBER OF HANDICAPPED CHILDREN  
UNABLE TO PARTICIPATE IN DRILL:** \_\_\_\_\_

**HOW WERE HANDICAPPED, ETC.  
REMOVED FROM BUILDING?** \_\_\_\_\_

**NUMBER OF ADULTS (STAFF) PARTICIPATING:** \_\_\_\_\_

**PERSON(S) RESPONSIBLE FOR CHECKING BUILDING AND LAVATORIES:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**DEFICIENCIES NOTED IN ALARM SYSTEM OR PULL BOXES:**  
\_\_\_\_\_

**SPECIAL CONDITION(S) NOTED DURING DRILL (EXIT BLOCKED, ETC.)**  
\_\_\_\_\_

No special conditions

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

**Copy: Superintendent, Assistant Superintendent  
Plant Operations, Fire Marshall**

**TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT  
CRISIS RESPONSE DRILL REPORT**

**SCHOOL:** \_\_\_\_\_

**DATE OF DRILL:** \_\_\_\_\_ **Circle One:** LOCKDOWN STAY PUT EVACUATION

**PERSON IN CHARGE OF CALLING:** \_\_\_\_\_

**TIME DRILL HELD:** \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

**REQUIRED TIME TO EVACUATE BUILDING:** \_\_\_\_\_ MIN. \_\_\_\_\_ SEC.  
(WHEN APPLICABLE)

**WEATHER CONDITIONS:** \_\_\_\_\_  
(WHEN APPLICABLE)

**NUMBER OF STUDENTS PARTICIPATING:** \_\_\_\_\_

**NUMBER OF ADULTS (STAFF) PARTICIPATING:** \_\_\_\_\_

**PERSON(S) RESPONSIBLE FOR CHECKING BUILDING AND LAVATORIES:**

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ |          |

**SPECIAL CONDITION(S) NOTED DURING DRILL (EXIT BLOCKED, ETC.)**

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No special conditions

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

**Copy: Superintendent, Assistant Superintendent**