

LODI UNIFIED SCHOOL DISTRICT

REVISION

Rule 3516.1

Instruction

Fire Drills and Fires

Fire Drills

The principal of each school shall hold fire drills at least once a month in all elementary and middle schools and at least twice each school year in all high schools.

1. The principal shall notify staff as to the schedule for fire drills.
2. All students, teachers, and other employees shall be required to leave the school building in an orderly and rapid manner. Teachers shall ascertain that no student remains in the building.
3. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated escape route is blocked.
4. The principal or designee shall keep a record of each fire drill conducted and file a copy of this record in the school office or filed electronically ~~A record shall be kept in the principal's office of each fire drill conducted.~~

Fires

In the event that fire is discovered in any part of the school, the fire department shall be called immediately after the signal is given to evacuate the building.

Principals and teachers shall recognize that it is essential in any emergency to prevent panic by giving students clear direction and supervision.

When a fire is discovered in any part of the school, ~~In case of an actual fire emergency,~~ the following actions will be taken:

1. The principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system. (Education Code 32001). ~~Sound fire signals.~~
2. The principal or designee shall call 911 ~~Call police and fire departments.~~

3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas. ~~All students and adults evacuate the building to outside assembly areas.~~
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to injured students.
6. In outside assembly areas, the principal, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.
7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/ guardians can pick them up or until they can be safely transported to their homes.

Rule

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