



ADMINISTRATIVE PROCEDURE

FIRE DRILLS

6114.1

Procedure No.

October 1, 2004

Date

- I. **PURPOSE:** To provide guidelines for conducting Fire Drills in the Prince George's County Public Schools.
- II. **INFORMATION:** State and County codes require that fire drills are to be held at least once a month in schools. The schools are to notify School Security at 301-499-7019 at the time each drill is held. A record is to be kept of each fire drill with a copy forwarded to the Safety Office. (Reference: Annotated Code of Maryland, Education Article 7-408 and Prince George's County Fire Code, NFPA 101, 15.7.2.)
- III. **DEFINITIONS:**
 - A. Fire Drill: The orderly evacuation, on a signal, of students and staff from school buildings to a place of safety, in accordance with a prescribed Emergency Evacuation Plan.
 - B. Blocked Exit: A fully operative Fire Drill that simulates at least one "blocked" exit for the purpose of the specific drill. (May use a sign on the door to indicate it is a "blocked" exit.)
 - C. Fire Drill Report: The record prepared by the school at the completion of a fire drill, a copy of which is furnished to the Safety Office, Facilities Administration Building. (See Attachment)
- IV. **PROCEDURES:** Each school shall prepare a plan for evacuating school buildings which is developed according to procedures recommended by the Fire Marshal and Safety Office. The plan must provide clear routes of egress, show required times for egress, and identify supervision by staff needed to ensure safety. The following should be accomplished:
 - A. Pre Fire Drill Operations:
 1. Check Fire Drill Plan periodically to ensure it is current to include:
 - a. Posting a floor plan of exit routes and designated exits, by classroom, or other occupied areas.
 - b. A method for accounting for each student.
 - c. An outside area to which each class reports.
 - d. Use of some blocked exits. (Ensure blocking is only simulated and that an alternate exit is designated.)
 2. Ensure chains and padlocks are not left on doors at any time the building is occupied.
 3. Building supervisors must test fire alarm system each morning.
 4. Ensure students and staff know the type of signal for fire drill.



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5. Notify School Security at least 15 minutes prior that a drill will be held at a specified time. **DO NOT CALL 911 FOR FIRE DRILLS.**
- B. Actual Fire Drill Operations:
1. Ensure Fire Drill is held at time announced.
 2. Provide staff supervision in accordance with your evacuation plan.
 3. Note length of time to evacuate and any incidents, which might affect drill routine.
- C. Post Fire Drill Operations:
1. Review fire drill operation for unusual or other incidents, which might affect future planning.
 2. Prepare fire drill report (see attachment) and maintain in school files; forward one copy immediately to the Safety Office, Facilities Administration Building.
 3. Notify School Security that fire drill is complete and students have returned to the building.
- D. General Fire Drill Operations:
1. Fire drills are to be conducted according to the following schedule:
 - a. Region I and II schools conduct drills between the 1st and 15th of the month; and
 - b. Region III, IV, and V schools conduct drills between the 16th and 31st of the month.
 2. Building is to be evacuated as quickly as possible. Do not stop to pick up books, materials, or coats.
 3. Schools with temporary buildings must develop procedures for alerting each building that a fire drill is in progress. (Fire alarms are not generally installed in temporary buildings.)
 4. Fire alarm alerts building occupants only. It is not tied to the fire department. Calls to 911 are for actual fires or other emergencies only.
- V. **RELATED PROCEDURES:** Administrative Procedure 2512.1, Attention to Fire and Safety Inspections and Administrative Procedure 6114.7, Emergency Operations – Fire, Explosion, and Bomb Threats.



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- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Safety Office will review these procedures periodically and will be responsible for updating as may be necessary.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6114.1, dated April 5, 1978.
- VIII. **EFFECTIVE DATE:** October 1, 2004.

Approved by:
André J. Hornsby
Chief Executive Officer

Attachment: Fire Drill Record

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11