

FIRE DRILL PROCEDURES

New Haven Public Schools



In accordance with Public Act #09-131, the following must be implemented:

1. During the first month of school, **two (2)** fire drills are to be performed and documented.
2. Each subsequent month thereafter, **one (1)** fire drill is to be performed and documented.
3. The procedure for performing a fire drill is to activate a pull station (pull station activation is imperative since it sends a signal to the emergency dispatch).
4. Each month, Principals should choose a different pull station (pull stations activate system-wide versus the test button which is only interior fire alarm systems).
5. Prior to pulling the fire alarm, a call should be made to fire communications staff at **203-946-6237** for notification of a fire drill so engines will not be sent.
6. Fire drill start and end times should be recorded. Contact 475-220-1633.
7. During drills, staff should note any exceptions to clear egresses, (i.e. escapes, hallways, stairs, etc.). Horns and strobes not operating properly should also be noted on the report being sent to Facility Services.
8. Schools not conducting their regular fire drills will be visited unannounced by the Fire Marshal for inspection or impromptu fire drills.
9. Once every three months a crisis response drill **may be** substituted for a fire drill.



NEW HAVEN PUBLIC SCHOOLS

REPORT OF FIRE DRILLS AND REPORT OF FIRE ALARM SYSTEM TESTS
NOTIFY 203-946-6237 OF FIRE ALARM TEST

SCHOOL: REPORT DATE:

REPORT OF FIRE DRILL

DATE OF DRILL:

TIME OF DRILL:

TIME OF EXPIRATION: (9:06:25) Minutes: Seconds:
(From sound of alarm until last child left the building)

CONDITION OF FACILITIES

FIRE ESCAPES:

FIRE ESCAPE DOORS:

EXIT DOORS:

FIRE ALARM (Gongs or Horns):

STAIRS:

HAND RAILS:

RECOMMENDATIONS AND SUGGESTIONS:

REPORT OF FIRE ALARM SYSTEM TEST

DATE OF TEST: _____

TIME OF TEST: _____.

RECEPTION OF SIGNAL AT FIRE HEADQUARTERS: (please check)

Satisfactory: Unsatisfactory:

STEPS TAKEN IN EVENT OF UNSATISFACTORY RECEPTION –PLEASE DESCRIBE:

TIME CORRECTED:

PRINCIPAL'S SIGNATURE: _____

PLEASE EMAIL THIS COMPLETED FORM TO: Salina.Manning@new-haven.k12.ct.us