



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** All Principals

**From:** Michael Carter, Operations Dept.  
Chief Thaddeus Reddish, Security Dept

**Date:** July 26, 2024

**Re:** Fire Drill & Lock down Drill Procedures

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A variety of drills to practice safe and orderly procedures in the event of an emergency are held on monthly basis, as noted below.

In all of these scenarios, the primary concern of any drill is the safety of the students and staff throughout the District. To ensure compliance throughout the school year the following has been implemented:

1. **The first Month of the school year, one Fire Drill and one Lock down Drill must take place.** Each month following one Fire Drill must take place. Every three months the Fire Drill will be substituted for one Lock down Drill. (See Drill Schedule)
2. If for any reason a real emergent situation occurs, it may replace the need for a Drill for the month in which it occurs, but the appropriate drill form must be completed once cleared. In the *Additional Comments* Section of the form, provide additional details regarding the situation, if available.
3. During drills, staff should note any exceptions to clear egresses, (i.e. escapes, hallways, stairs, etc.). Horns and strobes not operating properly should be noted on the Drill Form as well as providing a work order # (if available).
4. Complete all available fields on the **School Safety and Security Plan Drill Log** form in its entirety for each drill, to ensure completion. Save file names with your school and the month the drill was conducted for ease of access.
5. Completed/Updated forms must be submitted via email to:  
[Drills@new-haven.k12.ct.us](mailto:Drills@new-haven.k12.ct.us)
6. Schools not conducting their regular fire drills will be visited unannounced by the Fire Marshal for inspection or impromptu drills.

If you have any questions or concerns regarding, please reach out to the Chief Operating Officer Office at 475-220-1590. Thank you for your attention on this matter.



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<u>Drill Schedule</u>	<u>Fire Drill</u>	<u>Lockdown Drill</u>
August	X	
September	X	X
October	X	
November	X	
December		X
January	X	
February	X	
March		X
April	X	
May	X	
June		X
July	X	