

**Fire Drills and Fires**

Fire Drills

The site administrator or designee shall hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level.

1. The site administrator or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the County Superintendent (Superintendent) or designee.

The Superintendent or designee shall develop a Fire Annex plan which details the procedures each site must follow.

Due to the tactical nature of the information in the Fire Annex it is not to be included in the detail of site safety plans per Education Code 32281(f)(1). The Fire Annex will be made available only to Solano County Office of Education employees and emergency responders.

Attachments: (A) Fire Drill and Disaster Preparedness Record

Legal Reference:

EDUCATION CODE

32281 School Safety Plans

CODE OF REGULATIONS, TITLE 5

Division 1, Chapter 2, Subchapter 3, Article 1, 550 Fire drills

Policy Cross-Reference:

0450 Comprehensive Safety Plan

3516 Emergencies and Disaster Preparedness Plan

**FIRE DRILL AND DISASTER PREPAREDNESS RECORD**

School or Site \_\_\_\_\_

California Administrative Code, Title V, states that a fire drill shall be conducted in each school at least once each month. A record will be kept on file at the school or site.

	Date of Fire Drill	Time to Clear Building	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

A review of disaster procedures shall be conducted at least once each semester with a record of the review kept on file at the school or site – Disaster Policy, Section 1.c.(1).

	Date of Disaster Procedures Review	Comments

A disaster drill (other than fire drills) shall be held at least once each semester with a record of the drill kept on file at the school or site – Disaster Policy, Section 1.c.(2).

	Date of Disaster Drill	Type of Disaster Simulated	Comments