

### Fire Drills and Evacuation Plans

#### Goal

The Board recognizes the importance of being prepared for emergencies and disasters

#### Frequency

Monthly Fire Drills are required for all occupants. The frequency shall be allowed to be modified in severe climates and the fire code official shall have the authority to modify the frequency.

#### Time

Fire drills shall be held at unexpected times and under varying conditions to stimulate the unusual conditions that occur in case of fire. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changes of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

#### Assembly Points

Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

#### Record Keeping

Records shall be maintained of emergency evacuation drills and include:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish a complete evacuation.

### Fire Safety and Fire Evacuation Plans

Fire safety and evacuation plans, emergency procedures, and employee training programs shall be approved by the fire code official and be prepared and maintained by the school.

#### Fire Evacuation Plan

The fire evacuation plan must include:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for accounting for employees and occupants after the evacuation has been completed.

4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

#### Fire Safety Plans

The fire safety plan must include:

1. The procedures for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
3. Site plans indicating the following:
  - a. The occupancy assembly point
  - b. The location of fire hydrants.
  - c. The normal routes of fire department vehicle access
4. Floor plans identifying the locations of the following:
  - a. Exits
  - b. Primary evacuation routes
  - c. Secondary evacuation routes
  - d. Accessible egress routes
  - e. Areas of refuge
  - f. Manual fire alarm boxes
  - g. Portable fire extinguishers
  - h. Occupant-use hose stations
  - i. Fire alarm annunciators and controls
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Identification and assignment of personal responsible for maintenance, housekeeping, and controlling fuel hazard sources.

Legal Reference: I.C. § 41-253 Adoption of International Fire Code  
I.D.A.P.A. 18.01.50 Rules of the Idaho Department of Insurance, Title 01,  
Chapter 50, "Adoption of the 2006 International Fire Code."  
2006 Idaho Fire Code

Policy History:

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