



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

6114.10 - Fire Drills

Approved on September 18, 2000

In accordance with state law, the New Britain Board of Education shall hold ten fire drills in each school building during the school year. One fire drill shall be held each month during the school year. A Crisis Response Drill may be substituted for one of the required monthly school fire drills every three months. The principals of the Consolidated School District of New Britain shall be responsible for conformance with this directive.

Legal References/Citations

Conn. Gen. Stat. Section 10-231



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Administrative Procedure

6114.10 - Fire Drills

Approved on September 18, 2000

Policy and Administrative Procedures (6114.10) concerning fire drills and crisis response drills are to be reviewed at the beginning of each school year.

I. Fire Drills

- A. The principals shall provide the administration (Superintendent) with copies of evacuation instructions applicable to the school to which they are assigned.
- B. All classes shall be given instructions to evacuate classrooms when the alarm is sounded so that classes may pass immediately without waiting for detailed instructions.
- C. The door of the room should be closed after leaving.
- D. Students are to walk in an orderly fashion without talking.
- E. Upon evacuation of the building, a check shall be made by the teacher for all assigned students. The teacher shall immediately notify the principal of any students not present.
- F. When the fire alarm rings while classes are not in session (between classes), students shall form in single file in the corridor. Teachers shall proceed with each group to the nearest exit.
- G. Alternative exits should be used in the event that one exit is blocked by fire.
- H. Students must be evacuated to a location that is at least 100 feet away from the building in all directions so that responding fire companies will be able to proceed with firefighting operations.
- I. Before the first day of school in September of each year, principals shall submit a list of names and class assignments of students who are handicapped at their school to the Office of the Superintendent of Schools. The Office of the Superintendent of Schools shall submit a list of names of handicapped students, as submitted by principals, to the City Fire Marshal's Office as requested by the New Britain Fire Department. The Superintendent, in consultation with the City Fire Marshal, shall provide each principal with direction to insure expeditious and safe evacuation for these students in the event of fire or other emergencies that may occur. In the event of addition or removal of handicapped students from their schools, the principals shall notify the Office of the Superintendent so that records will be current.

- J. Report of fire drills shall be due in the Office of the Assistant Superintendent for Business and Operations within 24 hours of the drill.

II. Crisis Response Drills

- A. The principal will announce a “lock down.”
- B. All teachers will lock their doors/windows.
- C. All staff members in other areas will lock doors or go to an area and make sure doors/windows are locked.
- D. Teachers will take students walking in the hallway into their room.
- E. Teachers will check bathrooms and hallways.
- F. Teachers will call the office if they have extra students or if children are missing from their class.
- G. Doors will remain locked until the office makes an announcement.
- H. Report of the Crisis Response Drill shall be due in the Office of the Assistant Superintendent for Business and Operations within 24 hours of the drill.