

# REGULATION

**NORTHVALE  
BOARD OF EDUCATION  
OPERATIONS**

**FIRE AND FIRE DRILLS  
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## **R 8420.1 FIRE AND FIRE DRILLS**

### **A. Fire Drills**

1. The Principal will conduct at least one fire drill each month within school hours, including any summer months during which the school is open for instructional programs. Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should always be unannounced to school staff and pupils. The Principal shall inform local fire fighting officials whenever a fire alarm is for drill purposes.
2. Fire alarm shall be by a building designated signal. Alarm signals should be tested regularly, before or after the school session.
3. When the fire alarm rings, each teacher will:
  - a. Direct pupils to form into a single file line and proceed along the evacuation route to the nearest exit designated for evacuation;
  - b. Close the windows of the room and turn off all lights and audio-visual equipment;
  - c. Take the class register or roll book;
  - d. Close all doors to the room when the room is empty and keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill;
  - e. Ensure the pupils assigned to him/her have left the school along the route prescribed;
  - f. Take attendance to determine all pupils who reported to his/her class have been evacuated from the building and report immediately to the Principal any pupil who is unaccounted for; and
  - g. When the recall signal is given, conduct his/her pupils back to the classroom.



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4. Evacuation of the school in a fire drill shall be conducted quickly and quietly and in an orderly fashion. Pupils shall refrain from talking and running. Any pupil or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and may be subject to discipline.
5. All persons in the school shall leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.
6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
7. Pupils shall not gather belongings to take outside on the fire drill. In inclement or cold weather, pupils may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.
8. The office employee responsible for keeping the central attendance register, or a designated substitute, shall carry the register out of the building during the drill.
9. The Principal shall report monthly to the Superintendent on the conduct of fire drills. His/Her report will include the date and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.
10. Each fire drill will be conducted with seriousness and with the assumption that prompt evacuation is required for the safety of persons in the school.
11. The Principal is encouraged to change the circumstances of fire drills so that staff members and pupils are subjected to various conditions and learn to respond to them quickly.
  - a. One or more exits may be designated as “blocked” so that pupils are required to use alternative evacuation routes.



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- b. A fire drill may be designated as a “smoke drill” so that pupils learn to avoid the hazards of smoke by walking in a low or crouching position.

**B. Fire**

1. A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or by activating a fire alarm pull station in accordance with law.
2. The school staff member or building occupant shall also report the fire to the Principal, if possible.
3. In the event of a fire in a school building, the Principal shall sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all pupils, staff members, visitors, and volunteers.
4. Evacuation shall be conducted in accordance with the fire drill procedures established in paragraph A, except that no employee may remain in the building to perform specific duties.
5. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.

Adopted: September 28, 1998

Revised and Approved: August 25, 2009

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