



FIRE DRILL RECORD

(Name of School)

STANDARD SIGNALS

**FIRE.....Fire alarm system
Or 1 long bell.**

Walk out of building in an orderly manner.

RETURN..... 2 Bells

Return to room.

STOP..... 1 Short bell

Stand quietly.

**Disaster Drill.....Staccato
Bells.**

Move to interior shelter area.

*NOTE: Disaster Drills cannot be counted as
Required drills.*

Instructions for Fire Drills are
listed on the back of this
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EMERGENCY PHONE NUMBERS

Fire Department..... 911

Ambulance..... 911

Police..... 911

Fire Marshal....972/721-2651

School Security.._____

Fire Alarm Monitoring Co._____

Month	Date	Hour	# of Pupils	Time to Required to evacuate	Kind of Drill	
					Obstructed	Unobstructed
AUG.						
SEPT.						
OCT.						
NOV.						
DEC.						
JAN.						
FEB.						
MAR.						
APRIL						
MAY						
JUNE						
JULY						

INSTRUCTIONS FOR FIRE DRILLS

PURPOSE

Fire drills are conducted for two purposes: (1) to train occupants to leave the building orderly and quickly in case of a fire alarm, and (2) to teach self-control in times of emergency in later life.

These aims can be accomplished only when strict adherence is required of all occupants. Administrators, teachers, cafeteria help, and janitors, as well as pupils; must be subject to orders and take part in drills.

EQUIPMENT

Every school building that has a fire alarm must use that fire alarm system to conduct all fire drills. Disaster drills shall be conducted with the school bell system.

School buildings without a fire alarm system shall use existing school bell systems.

The Fire Prevention Division of the Irving Fire Department must be consulted for approval of alternate methods or equipment.

KINDS OF DRILLS

Unobstructed drills require the least amount of time to evacuate a building. All approved exits are used, therefore, all exits and exit paths must remain clear of any obstructions.

Circumstances occur that an exit could be blocked, from debris or fire, in an emergency, therefore, obstructed drills are practiced to provide familiarity of several escape routes. Leaders encountering a blocked exit should use hand signals to indicate the need for an alternate exit, such as raising both hands.

Fire drills should be conducted such that obstructed and unobstructed drills are alternated each month, starting the school year with an unobstructed drill to familiarize the students with procedures.

TIME

ALL schools **MUST** conduct a minimum of one fire drill each month. In order to accustom pupils to the use of different exits, the drills should be given at different periods of the day. During the drill, order should be considered before time. Time of evacuation depends upon the construction of the building along with the number and accessibility of exits. Please note that Disaster or Duck and Cover drills may NOT be counted as a required fire drill.

RESPONSE TO FIRE SIGNAL

Pupils stand and walk quickly but orderly out of the room in single file, leaving all books, or coats. Students should refrain from talking or pushing. Each classroom door or exit door must be closed when that area has been evacuated.

When the students reach a safe distance from the building, away from fire hydrants, fire lanes, and not under power lines, they stand quietly with their teachers. Teachers should have their class roster with them. Students should be able to perform these actions without guidance from the teacher.

RECORD

This Fire Drill card should be filed with the proper school authority at the end of each school year. Copies of this card are available on line at www.cityofirving.org/fire/forms-and-reports.html.