



Five Minutes to ***Fire Safety***

Topic: Fire Drills and Documentation

Fire drills are a staple of school life. Regardless of what the weather is like outside and regardless of the best lesson plans, fire drills are guaranteed to be inconvenient. But how do we do a fire drill and what documentation needs to be kept?

How does the fire drill need to be performed?

The Kansas Fire Prevention Code and Fire Fact 027 provide some clear guidance on this:

- Fire drills need to be done once each month school is in session.
- The drills should take place at different times during the day and on different days of the week.
- The drills must be unannounced! A fire drill is meant to teach students and teachers alike to leave unnecessary things behind and exit the building in the event of an emergency. Rarely will you know an emergency is happening before it strikes.
- After the alarm sounds, students should proceed in an organized manner to their area of safety using a designated evacuation route. It's perfectly acceptable to require various classrooms to practice their secondary routes.
- Once everyone is outside, faculty and staff should verify that all occupants have evacuated. Restrooms and locker rooms should be checked by sight and voice. After it is verified that all occupants have left the building, the building may be reoccupied.

What needs to get documented?

Each fall, the Kansas State Fire Marshal's Office sends new fire and tornado drill records to each USD district office, as well as private schools. These are also available online, if you fail to receive a copy. Each school building must have its own separate drill record. This includes tech ed and vo-ag buildings that are not a part of the main school building. The form provides places to record the date and time of the drill, how long it took to evacuate the building, the number of people participating in the drill for each building, the location of the pull station used to initiate the alarm, and a signature of the individual recording the information. These records must be posted in a conspicuous location and copies kept for at least 5 years.



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