

**WINSLOW PUBLIC SCHOOLS  
25 MESSALONSKEE AVENUE  
WATERVILLE, ME 04901**

**FIRE DRILLS**

In order to protect the health and safety of students and staff and in compliance with the provisions of the Life Safety Code, schools at all levels, K-12, are required to hold two fire drills during the first two weeks of school. Schools housing grades K-4 will hold an additional eight fire drills during the year; schools housing grades 5-8 an additional six fire drills; and schools housing grades 9-12 an additional four fire drills. Schools housing any combinations of these grade levels will hold the additional number of fire drills required of the lowest grade level within the span. Results shall be recorded and deficiencies noted and corrected.

Each building Principal, in cooperation with local fire officials, will develop procedures designed to accomplish the evacuation of school buildings as quickly and efficiently as possible.

Principals shall keep a record of all fire drills held in their schools, stating the date and time the drill was held and the time required for evacuation of the building. This information will be reported to the Superintendent or his/her designee after each drill. Fire officials will be notified before each drill.

Staff members will receive an annual orientation to this procedure, and the fire drill procedure will be prominently displayed in each classroom. At the beginning of each school year, Principals will ensure that each teacher acquaints the students under his/her care with the designated evacuation routes.

**ADOPTED:** October 7, 1985; **REVISED:** November 4, 1985;  
**REVISED:** January 7, 1991; **REVISED:** May 21, 2003

**REAFFIRMATION:** September 28, 2015; **REAFFIRMATION:** 1/25/16

**SOURCE:** Board Policy

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**REPORT ON FIRE DRILL**

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

Month: \_\_\_\_\_

Day: \_\_\_\_\_

Time: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Length of time for evacuation \_\_\_\_\_

All fire escapes and doors, including panic hardware, were found to be in perfect working order.

Comments:

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