

Holbrook Public Schools

**FIRE DRILLS**

To ensure that students and staff realize the importance of preparing for emergency action in case of fire, each employee and student shall be instructed in regard to his/her conduct during a fire drill.

Directions for fire drills are posted in each room. Read each sign carefully and be familiar with alternate plans to be followed if exits are blocked or winter weather mandates different routes.

Whenever the fire alarm rings, students will exit the building quickly without talking and report to the front of the building where teachers will take attendance. In the event the alarm rings during passing, students will report to their previous class teacher in the front of the building where attendance will be taken.

Personnel shall conform to these procedures based on state regulations (527 CMR 10.09):

1. The Principal shall formulate a plan for the protection and evacuation of all persons in the event of fire, and shall include alternate means of egress for all persons involved.
2. The Principal shall see that each class instructor or supervisor receives proper instructions in the fire drill procedure for the room or area in which that person carries out his/her duties, before he/she assumes such duties.
3. In accordance with Commonwealth of Massachusetts Regulations (527 CMR 10.09) Fire Departments are required to conduct fire drills in schools four times a year including one within three days of the start of school.

LEGAL REF.: MGL 71:37H  
527 CMR 10.09

CROSS REF: EB Safety Program  
EBC Emergency Plans

Adopted: April 9, 2008