

School Fire Drill Directions

WISCONSIN STATUTES - 118.07 (2) Once each month, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of departure from the building as if in case of fire, except when the person having direct charge deems that the health of the pupils may be endangered by inclement weather conditions. The school board or governing body of the private school shall maintain for at least 7 years a record of each fire drill conducted.

WISCONSIN ADMINISTRATIVE CODE SPS 314.004 (NFPA 1:20.2.3.2) – Emergency egress and relocation drills (Fire Drills) shall be conducted as follows:

- 1) Not less than one emergency egress and relocation drill shall be conducted every month the facility is in session. *Exception: In climates where the weather is severe, the monthly egress and relocation drills shall be permitted to be deferred, provided that the required number of emergency and relocation drills is achieved and not less than four are conducted before the drills are deferred.*
- 2) All occupants of the building shall participate in the drill.
- 3) One additional emergency egress and relocation drill, other than for educational occupancies that are open on a year-round basis, shall be required within the first 30 days of operation.

Responsibility for the planning and conduct of drills shall be assigned only to competent persons qualified to exercise leadership. In the conduct of drills, emphasis shall be placed on orderly evacuation rather than speed. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. Drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given.

INSTRUCTIONS

On this form, or as an attachment, please note any deficiencies concerning:

- (1) the performance of alarm equipment;
- (2) staff functions;
- (3) student performance;
- (4) obstructions; or
- (5) other factors which may pose a safety hazard or affect the efficient, orderly exiting from the building.

The person having direct charge of the school is responsible for ensuring corrections of deficiencies. The Bureau of Fire Prevention and Urban Affairs can advise school officials in appropriate procedures. Additional copies of this form are available at:

West Allis Fire Department
Bureau of Fire Prevention and Urban Affairs
7332 West National Avenue
West Allis, WI 53214
(414) 302-8900 (414) 302-8927 FAX

An electronic version of this form is available on our website: www.westalliswi.gov

Completed copies of this form for the previous school year shall be submitted to the above address by June 30th.