

**SCOTLAND BOARD OF EDUCATION**  
**Board Policy**

**INSTRUCTION****Fire Emergency**

Ten fire drills shall be held each school year. A crisis response drill may be substituted for one of the required monthly school fire drills every three months. Fire drills or the crisis response drill will be scheduled at different times of the day, including when students are at lunch or in physical education class. The Principal shall prepare a definite fire emergency plan, and furnish to all Scotland School Staff information as to route and manner of exit. Fire drills shall be planned in such a way as to accomplish the evacuation of the school building in the shortest possible time and in the most efficient and orderly fashion.

The Principal shall keep a record of all fire and crisis response drills held in the school, stating the date the drill was held and the time required for evacuation of the building. The Principal shall furnish such reports to the superintendent or his designate as may from time to time be required.

Legal Reference:       Connecticut General Statutes  
                                  10-231 Fire drills. (as amended by PA 00-220)