

**NORTH COUNTY FIRE PROTECTION DISTRICT**  
**Policy and Procedure Manual**

FIRE PREVENTION  
PUBLIC EDUCATION

SECTION 350.05  
02/29/00  
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**Fire Drills**

**PURPOSE:** To provide guidelines to school officials, hospital administrators, owners of daycare facilities and assembly occupancies pertaining to the conduction of fire drills.

**POLICY:** As per CFC Section 1303, all group E and R-2 occupancies are required to conduct monthly fire drills and all A and I occupancies are required to conduct quarterly fire drills (employees only) and retain records of said drills.

**PROCEDURE:**

I. FIRE DRILLS:

- A. Schools and R-2 Occupancies. The principal of each school or owner of each R-2 occupancy shall hold a fire drill at least once per month in which all pupils, teachers and other employees shall be required to leave the building. A record shall be kept in the principal's office of the date and hour of each fire drill. Examples of records are provided herein. Utilize the [Monthly Fire Drill Report](#) form.
- B. Assembly and Institutional Occupancies: The owner or administrator of each assembly and institutional occupancy shall conduct quarterly fire drills for each work shift for all employees. Utilize the [Monthly Fire Drill Report](#).

II. EMERGENCY PRE-PLANNING: Each school principal, district superintendent, day care manager, hospital official, etc. shall, in cooperation with the inspection authority, prepare procedures to be followed in case of fire or other emergency. They should include the following:

- A. Posting of the telephone number of the fire department in the office and/or at the main switchboard.
- B. Assignment of a responsible person to call the fire department upon notification of any fire or activation of the alarm system for any reason other than fire drills.
- C. Assignment of a responsible person to ensure entire school/facility has been completely evacuated. The total time for evacuation is to be recorded.
- D. Posting in a conspicuous place in each classroom or assembly area a plan showing paths of travel to evacuate the room in case of emergency and including an alternate route.

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- E. Posting in each classroom instructions to be followed by the teacher. These should include:
1. Maintaining order during any evacuation
  2. Removal of roll call book and calling roll when designated evacuation area is reached.