

# CONDUCTING FIRE, TORNADO & CRISIS DRILLS

## IN KANSAS SCHOOLS

(Required by Kansas Fire Prevention Code KSA 31-133(5) KSA 31-133(8) and KAR 22-18-2)

**PURPOSE:** To practice the safe and swift removal of all students and staff. Students should be instructed to walk and behave appropriately. (Each school has latitude in determining specifics for their crisis drills.)

### **PREPARATION FOR FIRE DRILLS, CRISIS DRILLS AND TORNADO DRILLS**

A separate record shall be kept for each separate building used for student occupancy. Fill in the boxes at the top of the page with School District, USD #, Building Name, City, Telephone. Exits shall be unlocked from the inside and unobstructed whenever the building is occupied.

**In case of fire or smoke, EVACUATE THE BUILDING, and contact the local fire department immediately.** Facility staff shall be assigned specific responsibilities for notification and evacuation of the building. Facility shall determine a minimum of two different routes to take in the event one path is obstructed and a diagram showing both routes shall be posted in each classroom. We recommend occasionally using the secondary evacuation routes. Designate a safe area far enough from the building (50 feet minimum) to avoid the danger from fire, fire department operations and equipment, or from falling debris or explosion. If it is necessary to cross roads, facility staff or adult volunteers shall be provided to stop vehicle traffic.

**In case of tornado, SHELTER IN PLACE in the school's tornado shelters.**

Tornado drills shall include all floors, wings and sections of the building and every person in the building shall take refuge in designated tornado safety area. The school administrator shall determine area to be used for tornado refuge and shall work with local civil defense director, in areas where one is available, to establish tornado safety procedure. It shall be the duty of the school board or board of trustees of all schools, both public and private, to assure that such tornado drills are conducted and a true and accurate record of such drills are kept on forms provided by the state fire marshal and posted in a conspicuous location and retained by the school for a period of not less than 5 years for future verification by the Office of the State Fire Marshal.

*At assemblies, athletic and social events of over 300 occupants, special attention shall be given to seating and exit routes, tornado refuge area, and shall be announced prior to the beginning of the event or printed in event programs.*

### **DRILLS-BUILDING EVACUATION KAR 22-18-2(a)**

After the alarm has sounded, students should proceed in an organized manner to the nearest exit as quickly as possible using one of the two evacuation routes designated for their location. Staff shall account for students upon reaching the safe area. Monitors shall verify that occupants have evacuated. Restrooms and other closed areas must be checked by sight and voice.

(Mobility impaired students or staff shall be moved to areas of refuge with staff in attendance until a real emergency is determined and evacuation is necessary; and kitchen staff only may be given notice of a fire drill and adjust their procedures and work accordingly.)

### **TIME/FREQUENCY OF DRILLS KAR 22-18-2 (a)**

Drills shall only be announced within five minutes of the drill taking place.

Drills shall be conducted at different times of the day, during different activities, during class changes.

The Kansas State Fire Marshal RECOMMENDS a fire drill to be held during the first two weeks of a school term to familiarize students and staff with procedures and refuge locations.

Two tornado drills shall be conducted each school year, of which, one shall be conducted in September and one shall be conducted in March, at some time during school hours, aside from the regular dismissal at the close of the day's session Three crisis drills shall be conducted during the school year at some time during school hours, aside from regular dismissal at the close of the day's session.

A minimum of four fire drills, three crisis drills and two tornado drills will be conducted each school year.

### **EQUIPMENT REQUIRED**

Fire drills shall be initiated by use of the regular fire alarm system components.

All fire alarm equipment shall be checked a minimum of once annually.

The Kansas State Fire Marshal recommends using a different manual fire alarm pull station each month.

### **AFTER THE FIRE DRILL KAR 22-18-2 (a)**

If the facility is delinquent on drills, Inspectors may request a drill at the time of inspection.

Any fire alarm equipment found inoperable during drills shall be repaired **IMMEDIATELY!**

Please consult the Kansas Building Fire Safety Handbook for further information and requirements.

**Fire safety Inspectors will be spot checking the previous year's drill records to verify correctness and completeness as they inspect your facility.**