

## REPORT OF SCHOOL FIRE DRILL

It shall be the duty of the State Fire Marshal and his or her deputies and assistants to require teachers of public and private schools and educational institutions to conduct regular fire drills in accordance with such rules and regulations as he or she may adopt and promulgate and to keep all doors and exits unlocked during school hours.

Tornado or disaster drills do not substitute for fire drills.

This form is to be kept on file in the school office during school months. Indicate on chart below each time a drill is conducted. Deputy State Fire Marshals will visit schools to check on drills being held in accordance with State Law.

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Name of School	District #	City <input type="checkbox"/> Rural <input type="checkbox"/>
Town	County	

Drill Number	Date of Drill (M/DD/YYYY)	Time AM/PM	Exit Time	# of Students	Conducted By
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Mail or email the completed form to your State Fire Marshal District Office or the Main Office if you are unsure where to send at the end of the school year, or by July 1<sup>st</sup>, whichever comes first.

Main Office  
246 S 14<sup>th</sup> St  
Lincoln, NE 68508-1804  
[jodi.pillard@nebraska.gov](mailto:jodi.pillard@nebraska.gov)

District A  
246 S 14<sup>th</sup> St  
Lincoln, NE 68508-1804  
[pat.dudley@nebraska.gov](mailto:pat.dudley@nebraska.gov)

District B  
438 W Market  
Albion, NE 68620-1241  
[deb.mitchell@nebraska.gov](mailto:deb.mitchell@nebraska.gov)

District C  
Craft State Office Building  
200 S Silber  
North Platte, NE 69101-4200  
[lina.highland@nebraska.gov](mailto:lina.highland@nebraska.gov)

## **PLEASE POST/SAVE FOR FUTURE REFERENCE**

The Nebraska Fire Safety Code lists the following rules and procedures in reference to fire exit drills:

### **Section 31-3 EDUCATIONAL OCCUPANCIES**

#### **31-3.1 Drills.**

31-3.1.1\* Fire exit drills shall be conducted regularly in accordance with the applicable provisions of the following paragraphs.

31-3.1.2\* There shall be at least two fire exit drills the first two weeks of the school term and eight additional fire exit drills a year. In climates where the weather is severe during the winter, at least six drills after the winter months to complete the ten required drills.

31-3.1.3\* Drills shall be executed at different hours of the day or evening; during the changing of classes; when the school is at assembly; during the recess or gymnastic periods; etc., so as to avoid distinction between drills and actual fires. If a drill is called when pupils are going up and down the stairways, as during the time classes are changing, the pupils shall be instructed to form in file and immediately proceed to the nearest available exit in an orderly manner.

31-3.1.4 \* Every fire exit drill shall be an exercise in school management of principal and teachers, with the chief purpose of every drill complete control of the class so that the teacher will form its ranks quickly and silently, may halt it, turn it, or direct it as desired. Great stress shall be laid upon the execution of each drill in a brisk, quiet and orderly manner. Running shall be prohibited. In case there are pupils incapable of holding their places in a line moving at a reasonable speed, provisions shall be made to have them taken care of by the more sturdy pupils, moving independently of the regular line of march.

31-3.1.5 Monitors shall be appointed from the more mature pupils to assist in the proper execution of all drills. They shall be instructed to hold open doors in the line of march or to close doors where necessary to prevent spread of fire or smoke, per 5-2.1.8. There shall be at least two substitutes for each appointment so as to provide for proper performance in case of absence of the regular monitors. The searching of toilet or other rooms shall be the duty of the teachers or other members of the staff. If the teachers are to do the searching, it should be done after they have joined their classes to the proceeding lines.

31-3.1.6 As all drills simulate an actual fire condition, pupils shall not be allowed to obtain clothing after the alarm is sounded, even when in home rooms, on account of the confusion which would result in forming the lines and the danger of tripping over dragging apparel.

31-3.1.7 Each class or group shall proceed to a predetermined point outside the building and remain there while a check is made to see that all are accounted for, leaving only when a recall signal is given to return to the building, or when dismissed. Such points shall be sufficiently far away from the building and from each other as to avoid danger from any fire in the building, interference with fire department operations, or confusion between different classes or groups.

31-3.1.8\* Where necessary for drill lines to cross roadways, signs reading, "STOP! SCHOOL FIRE DRILL," or equivalent, shall be carried by monitors to the traffic intersecting points in order to stop traffic during the period of the drill.

31-3.1.9\* Fire exit drills in schools shall not include any fire extinguishing operations.

#### **31-3.2 Signals.**

31-3.2.1 All fire exit drill alarms shall be sounded on the fire alarm system.

31-3.2.2 Whenever any of the school authorities determine that an actual fire exists, they shall immediately call the local fire department using the public fire alarm system or such other facilities as are available.

31-3.2.3 In order that pupils will not be returned to a building which is burning, the recall signal shall be one that is separate and distinct from, and cannot be mistaken for, any other signals. Such signals may be given by distinctive colored flags or banners. If the recall signal is electrical, the push buttons or other controls shall be kept under lock, the key for which shall be in the possession of the principal or some other designated person in order to prevent a recall at a time when there is a fire. Regardless of the method of recall, the means of giving the signal shall be kept under a lock.

#### **31-3.3 Inspection.**

31-3.3.1\* It shall be the duty of principals and teachers to inspect all exit facilities daily in order to make sure that all stairways, doors, and other exits are in proper condition.

31-3.3.2 Open-plan building require extra surveillance to ensure that exit paths are maintained clear of obstruction and are obvious.

#### **31-3.4 Day-Care Centers.**

31-3.4.1 Fire prevention inspections shall be conducted monthly by a trained senior member of the staff. A copy of the latest inspection form shall be posted in conspicuous place in the day-care facility.

31-3.4.2\* An approved fire evacuation plan shall be executed not less than once per month.