

CHERRY HILL PUBLIC SCHOOLS
Cherry Hill, New Jersey

F-4

ADMINISTRATIVE PROCEDURE
FIRE DRILLS

New Jersey State School Code Title 18a:41-1 requires shall have at least one fire drill and one school security drill each month within the school hours, including any summer months. Because attendance registers and class enrollment are maintained centrally by the school district, procedures should be established in each elementary school to account for all pupils after the building has been evacuated. The procedure should provide for instructional organizations other than self-contained classrooms such as Joplin Plans in reading, etc., when teachers may not have their regular class during a fire drill.

Reporting Fire Drills

Use the attached form (CHPS: BG-3) to record the fire drills completed. Keep a cumulative listing of all fire drills. Send a copy of this form to the Supervisor of Secondary/Elementary Education, as appropriate, at the end of January and June each year. A record of all fire drills is sent twice a year to the Township fire officials.

Evacuating Wheelchair Bound Students

Each school shall develop a plan for the evacuation of wheelchair bound students in the event of a fire or building evacuation. The plan is especially important in multi-level buildings such as East, West, Harte and Sharp. Other buildings that have physical barriers which require special procedures will also develop a plan. Attachment 2 to this procedure is to be used to develop the evacuation plan. This plan is to be submitted by September 30 of each year with changes submitted as needed.

Trainer

The Director of Health Services shall arrange for the training of the appropriate staff members in the techniques for hand-carrying students.

Legal Reference:
N.J.S.A.. 18A:41-1

Related Policy and Procedure:

Policy 4147: Employee Safety

Policy 5131.7: Firearms, Weapons and Dangerous Instruments Crisis Plan

Adopted: 8/9/89

Revised: 6/22/10