

Regulation 3516.1: Fire Drills And Fires

Status: DRAFT

Original Adopted Date: 09/20/2001 | **Last Reviewed Date:** 09/20/2001

Principals shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001 and 5 CCR 550)

The principal shall hold the first emergency evacuation drill of each school year within 10 days of the beginning of classes. (24 CCR 403.4.2)

Every school year, pPrincipals shall hold fire drills at least once a month in all elementary schools, at least four (4) times a year in all intermediate and middle schools, and at least twice each school year in all high schools. (Educational Code 32001 and 5 CCR 550)

1. The principal shall notify staff as to the schedule for fire drills
2. Whenever the a fire drillsignal is heldgiven, all students, teachers and other employees shall be directed to quickly leave the building in an orderly manner. (5 CCR 550)
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

- 24 CCR 403.4.2
- 5 CCR 550
- Ed. Code 17074.50-17074.56
- Ed. Code 32001
- Ed. Code 32040
- Ed. Code 32282

Description

- First evacuation drill
- [Fire drills](#)
- [Automatic fire detection; alarm and sprinkler systems](#)
- [Fire alarms and drills](#)
- [Duty to equip school with first aid kit](#)
- Comprehensive school safety plans

Federal

Website

Description

[2025 California Wildfire Resources](#)

Management Resources

- California Department of Education Publication
- Website

Description

- [Get Smart about Wildfire Smoke – Clear Guidelines for Schools and Wildfire Smoke](#)
- [CSBA District and County Office of Education Legal Services](#)

Cross References

- 0450
- 0450
- 3516
- 3516
- 3516.2

Description

- [Comprehensive Safety Plan](#)
- [Comprehensive Safety Plan](#)
- [Emergencies And Disaster Preparedness Plan](#)
- [Emergencies And Disaster Preparedness Plan](#)
- [Bomb Threats](#)