

# Detroit Community Schools

## Standard Operating Procedures

### SECTION 600: Facility Operations

Effective: 9.19.13

#### S.O.P.#601: Fire Drills

1. The DCS Superintendent or designee or Security Director shall conduct fire drills in accordance with the State of Michigan Fire Prevention Code.
2. The DCS Superintendent or designee shall contact the City of Detroit Emergency Medical Service/Fire Department and the DCS fire alarm contractor and advise them of the approximate time DCS will be conducting the fire drill.
3. The DCS Superintendent or designee shall advise the DCS Facility Manager or Security Director to trigger the fire alarm at the planned time of the fire drill. The fire alarm must be triggered separately for the K-8 school.
4. Teachers shall alert students to immediately stop what they are doing and begin an orderly exit from the DCS buildings. Teachers will lead their students to the pre-designated assembly areas (see chart & floor plans attached). Teachers will direct their students to move in calm, deliberate manner and not to run.
5. Teachers must take a class roster out with them to make sure all students are present outside.
6. Teachers may use alternate evacuation routes if the regular route is blocked.
7. Non-teaching staff will immediately exit DCS buildings and proceed to the pre-designated assembly areas.
8. DCS security staff will monitor the student staff departures and stop students from running or attempting to retrieve items from their lockers.
9. DCS Security staff will check halls and restroom for students and staff. After each restroom is cleared, it shall be locked for the duration of the fire drill.

10. DCS Security staff, Principals, Dean of Students, and shall remain in radio contact.
11. The DCS Principals, H.S. Dean and Security Director are the designated fire marshals. The HS Dean and the HS Principal are responsible for confirming the evacuation of the HS building. The Security Director and the K-8 Principal, assisted by the security staff are responsible for confirming the evacuation of the K-8 buildings.
12. DCS Security staff, Principals, Dean of Students, Security Director and the Deputy Superintendent shall check each classroom and confirm that the various buildings and wings have been cleared.
13. The Superintendent's designee or Security Director shall make the final determination that the buildings have been successfully evacuated and will issue the **All Clear** command over the radio. The Facility Manager shall issue the **All Clear** signal through the fire alarm system.
14. The Superintendent's designee or Facility Manager or Security Director shall turn off the fire alarm signal for the high school building by pressing the Reset buttons in **both** fire alarm control panels located in the maintenance office next to room 310.
15. The Superintendent's designee or Facility Manager or Security Director shall turn off the fire alarm signal for the K-8 modular buildings by entering the electrical closet in Module 2 and using the fire alarm key to reset the fire alarm panel.
16. Teachers and other staff shall return to the DCS buildings in an orderly manner.
17. Main office staff shall take the visitor log and student sign-out sheet upon exiting the building.
18. Main office staff shall obtain the student roll from teachers and inform principals of any missing students.
19. The Security Director shall record the date, time and duration of the Fire Drill on the Emergency Drill Documentation form. The Security Director is the custodian of record for the documentation of fire drills.

Keys for the fire alarm control panels have been assigned to the Facility Manager, the Security Director, the Chief Information Officer and the Superintendent.

**Attachment**