



Fire Protocol and the Proper Response

- **District safety protocols apply to all staff and administration personnel.**
- **Always make fire and emergency drill records available immediately upon request.**
- **Fire & Emergency drills are required by the state.**

Fire Drills: A total of (9) per year

- (5) in the fall/winter
- (4) in the spring

One Emergency Evacuation Drill:

- (1) within the first ten days of school

Tornado: (4) per year

- Once a month from April 1st to July 31th

Lockdown: (2) per year

- (1) by Dec 1st and (1) by April 1st
- More drills are suggested for proper practice

REPORTING CALENDAR FOR DRILL FREQUENCY

FIRE & EMERGENCY DRILL CENTRALIZED REPORTING

Each school in the Cleveland Metropolitan School District is required to conduct a number of fire and emergency preparedness drills throughout the academic year. The Division of Safety and Security would like for each Principal or designee to fax a copy of the drill frequency report that is included in this packet and is used to track ALL drills that have been conducted for the year (***FIRE, LOCK DOWN, AND TORNADO***).

Please fax this information to Safety & Security @ (216) 432-4920. This document should be faxed on or before the 5th day of every month. All schools submitting frequency reports will be counted for review and state compliance. Frequency reports on emergency activity should be log and also kept on location and made available to the proper authorities upon request.

Reporting Dates & Protocol: All reports should be submitted on or before the 5th day of each month. Fire & Emergency Evacuation Drill information should be faxed to (216) 432-4920 to be included as centralized documentation. You must continue to report as required to the State and keep on site records which should be made available upon request.

Please contact the Division of Safety and Security if you have any questions.