**Section 110.20 Number of Drills, Duties of State Fire Marshal, Duties of the Principal**

a) Number of Drills. There shall be at least one fire drill conducted each month during the school year. Advance notice of the date and time of such drills shall not be made known to students or school personnel.

b) Duties of State Fire Marshal. The State Fire Marshal or his designated assistants, the chiefs of the local fire departments, shall conduct such drills.

c) Duties of the Principal. The principal of every school shall:

1) Instruct teachers, students and school employees that any of them who discovers fire or smells smoke or gas shall sound the local fire alarm without seeking permission from school authorities.

2) Ascertain that fire alarm systems are used for fires and fire drills only and for no other purpose.

3) Ascertain that all exit doors in the school building are unlocked during occupancy of the school and that they are equipped with panic bars.

4) Ascertain that all fire escapes and stairs in the school are always kept free and clear from all obstructions, snow and ice, and are otherwise free from hazard.

5) Assign an alternate to conduct fire drills in his absence. The person so designated shall follow the procedure outlined by the principal.

6) Instruct all school personnel regarding fire drill procedures at the beginning of each school year and at the beginning of summer classes. Each staff member shall be furnished a copy of these rules and such other regulations as shall be considered necessary.

7) Assign personnel to search all rooms and areas for total evacuation of occupants.

8) Instruct personnel in the use of the telephone, the location of night telephone or night switchboard hookup, and post in a conspicuous place on or near all telephones, the fire department number.

9) Assign personnel to inspect all exit facilities daily while school is in session to ascertain all are in proper condition.

10) Appoint monitors to assist in the proper execution of all fire drills.

11) Assign adult personnel to meet and direct fire department companies to the scene of the fire.

12) Maintain a lock on all fuse boxes controlling the fire alarm system in the school at all times.

13) Provide permanent alternates for each assignment to adult personnel in case of absences.

14) Maintain a record of fire drills, which record shall be made available for inspection by the State Fire Marshal or his designated assistants.

15) Conduct drills in the manner which would expect to be followed in the event of an actual fire.

16) From time to time, conduct fire drills with an exit or stairway blocked off and an alternate exit or stairway used following prearranged plans.

17) Ascertain that all utilities are turned off before leaving the building.

18) Sound fire signal continuously until the building is completely evacuated by all personnel and students.

19) Permit occupants in the building only when recall signal is given.

20) Instruct students when the fire alarm is sounded to form a line quickly, quietly and in an orderly manner.

21) Instruct teachers or monitors to close classroom doors and windows if it does not cause a serious delay.

22) Permit no one to stop to obtain outer clothing when the alarm sounds.

23) Instruct occupants when the fire alarm is sounded to walk to the nearest unobstructed exit and leave the building in an orderly fashion. NO ONE SHALL RUN.

24) Provide help by a pre-arranged plan for those students incapable of moving at a reasonable speed.

25) Instruct each class to proceed to a pre-determined point outside the building and far enough removed therefrom so there will be no interference with fire department operations.

26) Instruct each teacher to make an accurate check of all pupils under his or her responsibility to insure their safety.