NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: All Principals

From: Thomas Lamb, Chief Operating Officer

Date: August 29, 2022

Re: Fire Drill & Lockdown Drill Procedures

A variety of drills to practice safe and orderly procedures in the event of an emergency are held on monthly basis, as noted below.

In all of these scenarios, the primary concern of any drill is the safety of the students and staff throughout the District. To ensure compliance throughout the school year the following has been implemented:

1. The first Month of the school year, one Fire Drill and one Lockdown Drill must take place. Each month following one Fire Drill must take place. Every three months the Fire Drill will be substituted for one Lockdown Drill. (See Drill Schedule)

2. If for any reason a real emergent situation occurs, it may replace the need for a Drill for the month in which it occurs, but the appropriate drill form must be completed once cleared. In the *Additional Comments* Section of the form, provide additional details regarding the situation, if available.

3. During drills, staff should note any exceptions to clear egresses, (i.e. escapes, hallways, stairs, etc.). Horns and strobes not operating properly should be noted on the Drill Form as well as providing a work order # (if available).

4. Complete all available fields and sign the updated Fire Drill & Lockdown Drill forms in its entirety, to ensure completion.

5. Completed forms must be submitted via email to:
   Drills@new-haven.k12.ct.us
   Subject line: (School Name) (Drill Type)
   Example: Edgewood School – Fire & Lockdown June Drill

6. Schools not conducting their regular fire drills will be visited unannounced by the Fire Marshal for inspection or impromptu drills.

If you have any questions or concerns regarding, please reach out to the Chief Operating Office at 475-220-1590. Thank you for your attention on this matter.

Drill Schedule	Fire Drill	Lockdown Drill
August	X	
September	X	X
October	X	
November	X	
December		X
January	X	
February	X	
March		X
April	X	
May	X	
June		X
July	X	