Fire Drill Requirements – Group E Occupancies

Section 1303.3.3.2 Fire Drills
5. Fire Alarm Drill Records - A record of all required fire drills shall be kept by the person in charge of the occupancy and forwarded to the chief on a quarterly basis. Records of fire drills shall include the time and date of each drill held, the name of the person conducting such drill and the time required to vacate the building. Reports must be made each school year to the State Fire Marshal’s Office, PO Box 149221, Mail Code 112-FM, Austin, TX 78714-9221, on forms they provide. (The Report Form for Fire Exit Drills & Fire Prevention Education in Schools can also be downloaded off their website, www.tdi.state.tx.us, and is found in the dropdown menu titled, “Forms/Databases/Lists” under “Fire Marshal Forms”.)

6. Fire Alarm Drills - Additional Requirements-The operator of premises housing an E Occupancy use shall:
   1. Conduct at least two fire exit drills during the first two weeks of a new school year and at least one each month of operation.
   2. Drills shall be executed at different hours of the day; during the changing of classes; when the school is at assembly; during the recess or gymnastic periods; etc., so as to avoid distinction between drills and actual fires. If a drill is called when pupils are going up and down the stairways, as during the time classes are changing, the pupils shall be instructed to form in file and immediately proceed to the nearest available exit in an orderly manner.
   3. Maintain a written report of each fire drill in the office of the operator of the premises.

7. Procedures - The operator of premises housing an E Occupancy shall conduct fire drills:
   1. Without warning;
   2. In a manner requiring:
      (a) all students to immediately leave the structure upon hearing the fire drill signal;
      (b) a roll call by classes outside the structure; and
      (c) doors to be closed as each area is evacuated;
   3. In a manner simulating fire conditions;
   4. In a manner prohibiting students from running or playing;
   5. If approved, in a manner permitting security persons to remain inside the structure during drills;
   6. Which include:
      (a) Complete checks of each section of the structure;
      (b) The use of varying evacuation routes;
      (c) Occasional simulation of blocked exits;
      (d) Provisions for calling the fire department; and
      (e) The use of varying drill times;
   7. During weather which does not pose a health threat to students;
   8. As an exercise in discipline and procedure, rather than speed;
   9. Alarm from pull stations;
   10. According to the following signal criteria in schools relying on the class change bell for a fire alarm;

<table>
<thead>
<tr>
<th>NUMBER OF SIGNALS</th>
<th>MEANING OF SIGNALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Fire drill – Leave structure in an orderly manner.</td>
</tr>
<tr>
<td>2</td>
<td>Return – Re-enter the structure in an orderly manner.</td>
</tr>
<tr>
<td>1</td>
<td>Halt – Stand quietly.</td>
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</tbody>
</table>

8. Fire Marshal's Power To Order Fire Drill - The Fire Marshal may require a fire drill at any E Occupancy at any time.
Section 1303.3.2 Fire Alarm Drills - The operator of premises housing an E Occupancy use shall:

1. Conduct at least two fire exit drills during the first two weeks of a new school year and at least one each month of operation. **
2. Drills shall be executed at different hours of the day; during the changing of classes; when the school is at assembly; during the recess or gymnastic periods; etc., so as to avoid distinction between drills and actual fires. If a drill is called when pupils are going up and down the stairways, as during the time classes are changing, the pupils shall be instructed to form in file and immediately proceed to the nearest available exit in an orderly manner. *
3. Maintain a written report of each fire drill in the office of the operator of the premises. ***

Section 1303.3.3 Evacuation Plan – The operator of premises housing an E Occupancy shall:

1. Prepare an emergency evacuation plan for review and approval by the Fire Marshal;
2. Post the evacuation plan in a conspicuous location in each classroom; and
3. Instruct all supervisory personnel and all students in the evacuation procedure.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DATE</th>
<th>HOUR</th>
<th>NUMBER OF STUDENTS</th>
<th>TIME REQUIRED FOR DRILL IN MINS. / SECS.</th>
<th>*ACTIVITY DURING DRILL: CLASSES, ASSEMBLY, ETC.</th>
<th>CONDUCTED BY:</th>
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<td>JUL.</td>
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**2nd AUG. SPACE FOR SECOND FIRE DRILL HELD WITHIN FIRST TWO WEEKS OF SCHOOL.

*** THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE AT ALL TIMES.
DATE ________________________ SCHOOL DISTRICT_______________________________

NAME OF SCHOOL______________________________ GRADES______________________________

ADDRESS_______________________________________ TELEPHONE_______________________

CAPACITY OF SCHOOL _________ NO. NOW ENROLLED________ NO. STORIES_________

FIRE EVACUATION DRILLS HELD THIS QUARTER:
*NOTE: FIRE CODE REQUIRES AT LEAST TWO FIRE DRILLS DURING THE FIRST TWO WEEKS OF A NEW SCHOOL YEAR AND AT LEAST ONE EACH MONTH OF OPERATION THEREAFTER.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME OF DRILL</th>
<th>NO. OF PUPILS</th>
<th>TIME REQ. MIN/SEC</th>
<th>TYPE OF DRILL</th>
<th>ACTIVITY DURING: CLASSES, ASSEMBLY, ETC.</th>
<th>S.A.F.D. PRESENT?</th>
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<tr>
<td>JULY</td>
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<td>OBSTRUCTED</td>
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<td>AUG.</td>
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<td>OBSTRUCTED</td>
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<td>UNOBSTRUCTED</td>
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<td>*AUG.</td>
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<td>OBSTRUCTED</td>
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<td>UNOBSTRUCTED</td>
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<td>SEPT.</td>
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<td>OBSTRUCTED</td>
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<td>UNOBSTRUCTED</td>
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<td>NO</td>
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</tbody>
</table>

1. Would you like for the Fire Department to observe a fire drill in your school? Yes No

2. Are provisions made for sounding alarms from any floor? ___________________
   Is sounding device accessible? ______________ Plainly marked? __________

3. Are outside fire escapes used for fire drills? Yes No

If you would like a fire safety educational program at your school, please fax a request to our San Antonio Fire Department Community Resources Office at (210) 337-8114.

REMARKS:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Send to: SAFD Fire Marshal  207-8410
          1901 S. Alamo
          San Antonio, TX  78204

__________________________________________  ________________  _________________________
SAFD Fire Marshal  PRINCIPAL  SUPERINTENDENT
JULY / AUGUST / SEPTEMBER
SELF-INSPECTION BY SCHOOL OFFICIALS

THIS INSPECTION IS TO BE MADE BY A MEMBER OF THE SCHOOL ADMINISTRATION AND A CUSTODIAL SUPERVISOR

OUTSIDE

1. Is building address plainly visible and legible from the street? YES  NO
2. Are Fire Dept. sprinkler and standpipe connections unobstructed and accessible? YES  NO
3. Are fire lanes kept clear? YES  NO
4. Are gas and electrical shutoffs accessible and marked? YES  NO
5. Are portables kept clear of storage and high weeds, both beneath and around? YES  NO

INSIDE

6. Do all exit lights and emergency lights work? YES  NO
7. Are all exit doors operable, free of obstruction, and kept unlocked while school is occupied? YES  NO
8. Do all corridors have a minimum six feet clearance? YES  NO
9. Is the school fire alarm in good working order and audible throughout the building and does it have a current inspection sticker? YES  NO
10. If building is equipped with an automatic sprinkler system, does it have a current inspection sticker? YES  NO
11. Are sufficient and proper type extinguishers provided throughout the building and have they been serviced within the past year? YES  NO
12. Is there less than 25% of combustible artwork covering corridor walls? YES  NO

SPECIAL AREAS

13. If present, do all boilers have a current inspection sticker? Are boilers away from combustibles? YES  NO
14. Is there a minimum 36” clearance around electrical panels? YES  NO
15. Are flammable and combustible liquids stored in an approved storage cabinet? YES  NO
16. Are the hood, ducts, and filters over cooking equipment clean of grease? YES  NO
17. Has the fixed pipe extinguishing system been serviced within the past 6 months? YES  NO

Administration Representative__________________________Title_______________
Custodial Supervisor _________________________________Title________________

Date of this inspection________________________
SAN ANTONIO FIRE DEPARTMENT  
FIRE PREVENTION DIVISION  
QUARTERLY REPORT OF FIRE DRILLS FOR  
OCTOBER / NOVEMBER / DECEMBER

DATE ________________________ SCHOOL DISTRICT______________________________________

NAME OF SCHOOL_________________________________________ GRADES________________________

ADDRESS________________________________________________ TELEPHONE_______________________

CAPACITY OF SCHOOL _________ NO. NOW ENROLLED________ NO. STORIES_________

NOTE: FIRE CODE REQUIRES AT LEAST TWO FIRE DRILLS DURING THE FIRST TWO WEEKS OF A NEW 
SCHOOL YEAR AND AT LEAST ONE EACH MONTH OF OPERATION THEREAFTER.

FIRE EVACUATION DRILLS HELD THIS QUARTER:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME OF DRILL</th>
<th>NO. OF PUPILS</th>
<th>TIME REQ. MIN/SEC</th>
<th>TYPE OF DRILL (Circle One)</th>
<th>ACTIVITY DURING: CLASSES, ASSEMBLY, ETC.</th>
<th>S.A.F. D. PRESENT? (Circle One)</th>
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</thead>
<tbody>
<tr>
<td>OCT. ___</td>
<td>OBSTRUCTED</td>
<td>UNOBSTRUCTED</td>
<td>YES</td>
<td>NO</td>
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<td>NOV. ___</td>
<td>OBSTRUCTED</td>
<td>UNOBSTRUCTED</td>
<td>YES</td>
<td>NO</td>
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<td>DEC. ___</td>
<td>OBSTRUCTED</td>
<td>UNOBSTRUCTED</td>
<td>YES</td>
<td>NO</td>
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</tbody>
</table>

1. Would you like for the Fire Department to observe a fire drill in your school?  Yes  No

2. Are provisions made for sounding alarms from any floor? ________________

3. Is sounding device accessible? ________________ Plainly marked? ________________

4. Are outside fire escapes used for fire drills?  Yes  No

If you would like a Fire Safety educational program at your school, please fax a request to our San Antonio Fire Department Community Resources Office at (210) 337-8141.

REMARKS:

___________________________________________________________________________
___________________________________________________________________________

Send to:  SAFD Fire Marshal  207-8410
         PRINCIPAL
         1901 S. Alamo
         San Antonio, TX  78204

_________________________________  ________________
SUPERINTENDENT  PRINCIPAL
OUTSIDE

1. Is building address plainly visible and legible from the street?  
   YES  NO

2. Are Fire Dept. sprinkler and standpipe connections unobstructed and accessible?  
   YES  NO

3. Are fire lanes kept clear?  
   YES  NO

4. Are gas and electrical shutoffs accessible and marked?  
   YES  NO

5. Are portables kept clear of storage and high weeds, both beneath and around?  
   YES  NO

INSIDE

6. Do all exit lights and emergency lights work?  
   YES  NO

7. Are all exit doors operable, free of obstruction, and kept unlocked while school is occupied?  
   YES  NO

8. Do all corridors have a minimum six feet clearance?  
   YES  NO

9. Is the school fire alarm in good working order and audible throughout the building and does it have a current inspection sticker?  
   YES  NO

10. If building is equipped with an automatic sprinkler system, does it have a current inspection sticker?  
    YES  NO

11. Are sufficient and proper type extinguishers provided throughout the building and have they been serviced within the past year?  
    YES  NO

12. Is there less than 25% of combustible artwork covering corridor walls?  
    YES  NO

SPECIAL AREAS

13. If present, do all boilers have a current inspection sticker? Are boilers away from combustibles?  
    YES  NO

14. Is there a minimum 36” clearance around electrical panels?  
    YES  NO

15. Are flammable and combustible liquids stored in an approved storage cabinet?  
    YES  NO

16. Are the hood, ducts, and filters over cooking equipment clean of grease?  
    YES  NO

17. Has the fixed pipe extinguishing system been serviced within the past 6 months?  
    YES  NO

Administration Representative__________________________Title________________

Custodial Supervisor _________________________________Title________________

Date of this inspection________________________
**SAN ANTONIO FIRE DEPARTMENT**  
**FIRE PREVENTION DIVISION**  
**QUARTERLY REPORT OF FIRE DRILLS FOR**  
**JANUARY – FEBRUARY – MARCH**

**DATE** ________________________ **SCHOOL DISTRICT**_______________________________

**NAME OF SCHOOL**_________________________ **GRADES**______________________________

**ADDRESS**_______________________________________ **TELEPHONE**___________________

**CAPACITY OF SCHOOL** _________ **NO. NOW ENROLLED**_______ **NO. STORIES**_________

**NOTE:** FIRE CODE REQUIRES AT LEAST TWO FIRE DRILLS DURING THE FIRST TWO WEEKS OF A NEW SCHOOL YEAR AND AT LEAST ONE EACH MONTH OF OPERATION THEREAFTER.

**FIRE EVACUATION DRILLS HELD THIS QUARTER:**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME OF DRILL</th>
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<th>S.A.F. D. PRESENT? (Circle One)</th>
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<tbody>
<tr>
<td>JAN. ___</td>
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<td>OBSTRUCTED</td>
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<td>YES   NO</td>
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<td>MAR. ___</td>
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<td>OBSTRUCTED</td>
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<td>YES   NO</td>
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</tbody>
</table>

1. **Would you like for the Fire Department to observe a fire drill in your school?**   Yes     No

2. **Are provisions made for sounding alarms from any floor?** ___________________

3. **Is sounding device accessible?** ____________ **Plainly marked?** ____________

4. **Are outside fire escapes used for fire drills?**    Yes     No

If you would like a Fire Safety educational program at your school, please fax a request to our San Antonio Fire Department Community Resources Office at (210) 337-8114.

**REMARKS:**
___________________________________________________________________________
___________________________________________________________________________

**Send to:**  
SAFD Fire Marshal 207-8410  
1901 S. Alamo  
San Antonio, TX  78204

**PRINCIPAL**

**SUPERINTENDENT**
SELF-INSPECTION BY SCHOOL OFFICIALS

OUTSIDE

1. Is building address plainly visible and legible from the street? YES NO
   
2. Are Fire Dept. sprinkler and standpipe connections unobstructed and accessible? YES NO
   
3. Are fire lanes kept clear? YES NO
   
4. Are gas and electrical shutoffs accessible and marked? YES NO
   
5. Are portables kept clear of storage and high weeds, both beneath and around? YES NO

INSIDE

6. Do all exit lights and emergency lights work? YES NO
   
7. Are all exit doors operable, free of obstruction, and kept unlocked while school is occupied? YES NO
   
8. Do all corridors have a minimum six feet clearance? YES NO
   
9. Is the school fire alarm in good working order and audible throughout the building and does it have a current inspection sticker? YES NO
   
10. If building is equipped with an automatic sprinkler system, does it have a current inspection sticker? YES NO
   
11. Are sufficient and proper type extinguishers provided throughout the building and have they been serviced within the past year? YES NO
   
12. Is there less than 25% of combustible artwork covering corridor walls? YES NO

SPECIAL AREAS

13. If present, do all boilers have a current inspection sticker? Are boilers away from combustibles? YES NO
   
14. Is there a minimum 36” clearance around electrical panels? YES NO
   
15. Are flammable and combustible liquids stored in an approved storage cabinet? YES NO
   
16. Are the hood, ducts, and filters over cooking equipment clean of grease? YES NO
   
17. Has the fixed pipe extinguishing system been serviced within the past 6 months? YES NO

Administration Representative__________________________Title________________

Custodial Supervisor _________________________________Title________________

Date of this inspection________________________
SAN ANTONIO FIRE DEPARTMENT
FIRE PREVENTION DIVISION
QUARTERLY REPORT OF FIRE DRILLS FOR
APRIL – MAY – JUNE

DATE __________________________ SCHOOL DISTRICT ________________________________

NAME OF SCHOOL __________________________ GRADES ________________________________

ADDRESS ________________________________ TELEPHONE ____________________________

CAPACITY OF SCHOOL _______ NO. NOW ENROLLED _______ NO. STORIES _______

NOTE: FIRE CODE REQUIRES AT LEAST TWO FIRE DRILLS DURING THE FIRST TWO WEEKS OF A NEW
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<th>ACTIVITY DURING: CLASSES, ASSEMBLY, ETC.</th>
<th>S.A.F. D. PRESENT? (Circle One)</th>
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<tbody>
<tr>
<td>APR. ___</td>
<td>OBSTRUCTED</td>
<td>UNOBSTRUCTED</td>
<td>YES NO</td>
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<td>MAY ___</td>
<td>OBSTRUCTED</td>
<td>UNOBSTRUCTED</td>
<td>YES NO</td>
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<td>JUNE ___</td>
<td>OBSTRUCTED</td>
<td>UNOBSTRUCTED</td>
<td>YES NO</td>
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</table>

1. Would you like for the Fire Department to observe a fire drill in your school? Yes No
2. Are provisions made for sounding alarms from any floor? ___________________
3. Is sounding device accessible? _______________ Plainly marked? ____________
4. Are outside fire escapes used for fire drills? Yes No

If you would like a Fire Safety educational program at your school, please fax a request to our San Antonio Fire Department Community Resources Office at (210) 337-8114.

REMARKS:
___________________________________________________________________________
___________________________________________________________________________

Send to: SAFD Fire Marshal 207-8410
        1901 S. Alamo
        San Antonio, TX 78204

        PRINCIPAL

        SUPERINTENDENT

An annual report must be made to the State Fire Marshal on forms that can be found at www.tdi.state.tx.us in the “Fire Marshal Reports” section of the site.
# Self-Inspection by School Officials

## Outside

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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Is building address plainly visible and legible from the street?</td>
<td>YES</td>
<td>NO</td>
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<td>2.</td>
<td>Are Fire Dept. sprinkler and standpipe connections unobstructed and accessible?</td>
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<td>3.</td>
<td>Are fire lanes kept clear?</td>
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<td>Are gas and electrical shutoffs accessible and marked?</td>
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<td>5.</td>
<td>Are portables kept clear of storage and high weeds, both beneath and around?</td>
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<tbody>
<tr>
<td>6.</td>
<td>Do all exit lights and emergency lights work?</td>
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<td>7.</td>
<td>Are all exit doors operable, free of obstruction, and kept unlocked while school is occupied?</td>
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<td>8.</td>
<td>Do all corridors have a minimum six feet clearance?</td>
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<td>9.</td>
<td>Is the school fire alarm in good working order and audible throughout the building and does it have a current inspection sticker?</td>
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<td>10.</td>
<td>If building is equipped with an automatic sprinkler system, does it have a current inspection sticker?</td>
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<td>11.</td>
<td>Are sufficient and proper type extinguishers provided throughout the building and have they been serviced within the past year?</td>
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<td>12.</td>
<td>Is there less than 25% of combustible artwork covering corridor walls?</td>
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## Special Areas

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<tbody>
<tr>
<td>13.</td>
<td>If present, do all boilers have a current inspection sticker? Are boilers away from combustibles?</td>
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<td>14.</td>
<td>Is there a minimum 36” clearance around electrical panels?</td>
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<td>15.</td>
<td>Are flammable and combustible liquids stored in an approved storage cabinet?</td>
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<td>16.</td>
<td>Are the hood, ducts, and filters over cooking equipment clean of grease?</td>
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<td>17.</td>
<td>Has the fixed pipe extinguishing system been serviced within the past 6 months?</td>
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**Administration Representative** ____________________________ **Title** ________________

**Custodial Supervisor** _________________________________ **Title** ________________

**Date of this inspection** ________________________________