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**Memorandum**

To: All Principals

From: Andre E. Thibeault, Director, School Operations

Date: August 11, 2015

Re: Procedure to Follow for Fire Drills

1. The total number of drills to be held from August to June is fifteen (15). **However, due to recent legislation, the fire-safety statutes have been amended to provide greater detail and specifications regarding the type, manner, and frequency of these drills. Pay close attention to the information provided below which includes the new changes and updates.**
2. Eight (8) drills must be completed during the months of August through December, and Seven (7) from January through June. **At least one drill shall be conducted each month. (As we have only recently been made aware of this change to the frequency, use the month of November to “catch up” on any drills that were not conducted during the months of September and October.)**
3. One of every four evacuation drills must be obstructed by means of which at least one (1) or more exits and stairways in the school building are blocked off or not used.
4. **Two of the fifteen drills must be lockdowns. One lockdown drill shall occur in September and one in January. (See page 16 of the Emergency Preparedness Plan for procedural information.)**
5. **Two of the fifteen drills must be bomb threat evacuation drills where the faculty and students move to a safe distance (suggested at least 2000 feet) from the school. (See page 21 of the Emergency Preparedness Plan for procedural information.)**

1. Please be certain to fill out all identifying information on the Fire Drill Code Form. Record the results of each drill on the date the drill is held. (See the accompanying information regarding submitting the drill reports thru the eRIDE portal system.)

 **Once the report is submitted to RIDE, email a copy of the report right off the website to** **elena.gianfrancesco@ppsd.org****.** Click on print, when you are there then right click and pick send by page.

1. **Copies will be maintained in my office and also provided to the Fire Marshal.**
2. Please note the following provision of the aforementioned states:

 “*Neglect by any principal or any person in charge of any public or private school or education institution to comply with the provisions of this section shall be a misdemeanor punishable by a fine of not exceeding five hundred dollars ($500).”*

Your cooperation in this matter is greatly appreciated. For additional information on the new legislation go to:

http;//webserver.rilin.state.ri.us/BillText/BillText13/SenateText13/S0014Aaa.pdf

**The completed report is to be sent in by June 6, 2016**

An Equal Opportunity Employer. The Providence School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status. Vision:The Providence Public School District will be a national leader in educating urban youth. Mission: The Providence Public School District will prepare all students to succeed in the nation’s colleges and universities, and in their chosen professions. 15-16 New Master -Current Fire Drill Reminder Aug Nov Feb May