



Office of Commissioner of  
Insurance and Safety Fire  
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## School Fire Drill Instruction

- Fire drills instructions should be given to staff according to your school's emergency plan required by International Fire Code under Section 404.2.
- Must follow Georgia's requirements based upon the provisions and charge of code section 25-2-31 official code of Georgia.
- Must follow drill requirements and may substitute when permitted.
  1. Within the first 10 days of school a fire drill must be completed.
  2. Within the first 30 days of school a second fire drill must be completed.
  3. A fire drill must be completed every month school is in session.
  4. During the months of February and November, fire drills can be substituted for a severe weather drill or intruder drill (lockdown/active shooter drill).
  5. During the month of September, the fire drill can be substituted for an intruder drill (lockdown/active shooter drill). For more information, contact your GEMA Homeland Security Regional Contact.
- Drills should be conducted randomly, not only when classes are in session or when it is convenient.
- Drills should be conducted a varying dates and times.



- Evacuate the building according to the following procedures
  - Students should walk directly to their designated exits in a quiet and orderly manner.
  - Do not use elevators during a fire evacuation
  - The teach should make sure that everyone is out of the room and close the classroom door.
  - By pre-arrangement, the principal will designate staff to assist individuals with disabilities
  - Each classroom will have a designated meeting location a safe distance from the building.
  - Individuals should not stand on roads or driveways, and should not be in the way of fire personnel.
  - Teachers should take attendance once they have reached their meeting place.
  - Teachers should notify the principal of missing students.
  - Staff should familiarize themselves with their areas of responsibility.
  - Students and staff can return to the building when the clear is given from emergency personal or principal.